

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title <p style="text-align: center;">SECONDARY EMPLOYMENT OUTSIDE THE COLLEGE</p> <p>LEGAL AUTHORITY: SECTION 59-53-20 OF THE 1976 CODE OF LAWS OF SOUTH CAROLINA, AS AMENDED.</p>	Number <p>C-18</p>
Division of Responsibility <p style="text-align: center;">Administration and Finance</p>	Date Page <p>8/17/20 1 of 1</p>
Approval President <hr/> Commission Chair <hr/>	Supersedes Policy No. C-18 Date 2/4/02

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED. THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Williamsburg Technical College makes the assumption that it is the primary employer of full-time employees. Acceptance of additional employment of any kind must be approved by the College President and department supervisor. The College President reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates or is determined to be a conflict of interest.

Acceptance of secondary employment without proper prior approval may be grounds for disciplinary action, up to and including termination of College employment. It is the responsibility of the employee to notify his/her immediate supervisor and Human Resources of his/her intent to accept any secondary employment.

This policy is established using the guidance set forth in Policy 8-7-101 of the State Board for Technical and Comprehensive Education (SBTCE).

State Board policies and procedures may also be viewed on the System Office website at www.sctechsystem.edu.