

DATE: December 16, 2020

TITLE OF PROCEDURES: Secondary Employment Procedures

PROCEDURES (CHECK ONE): NEW X REVISED
REFORMATTED

APPLIES TO (CHECK ALL THAT APPLY):

FACULTY X STAFF X STUDENTS

DIVISION/DEPARTMENT: **COLLEGE** X

TOPIC/ISSUE:

Baltimore City Community College (BCCC) has a policy of allowing limited self-employment or employment for remuneration inside or outside BCCC during the regular academic year provided that such activities on the part of the employee do not interfere with the employee's primary duties at BCCC. BCCC also has a policy of avoiding conflicts of interest and commitment by careful attention to the assigned institutional responsibilities of its employees.

These procedures specify how BCCC carries out those policies.

STATE/FEDERAL REGULATORY REQUIREMENTS:

- Code of Maryland Regulations (COMAR), Chapter 17.04.03.15

PROCEDURES

“Secondary employment” refers to any remunerative activity to which the employee is expected to devote any amount of time on a continuing or recurring basis, no matter when that time occurs or how income from the activity is reported for tax purposes. (So, for example, receipt of an honorarium for a one-time engagement is not “secondary employment” under this policy, but consulting, speaking, editing or operating a business on an ongoing basis is.) Upon being hired by BCCC, all full-time Faculty and staff members (those working or scheduled to work 30 hours per week or more) fill out a Secondary Employment Certification Form disclosing any secondary employment, including other employment at BCCC or another state agency, and attesting that such secondary employment poses no conflict of time or interest with their duties as state employees, that they will not use the physical resources of the College in connection with their secondary employment unless

their secondary employer is also BCCC, and will not convey endorsement by the College of the recommendations or results from their consulting or professional services. If they have no other employment at the time, the Form asks them to attest as much. If full-time BCCC employees later want to acquire secondary employment, they must procure from the Office of Human Resources another Secondary Employment Certification Form which they must then fill out, providing details about the proposed secondary employment work schedule. If the employees' immediate supervisors, division's President's Cabinet members and the BCCC President determine there is no conflict of commitment or interest and consent to the proposed secondary employment, they sign the Form. The Form must be filled out in its entirety and signatures obtained upon hiring by BCCC or before the employees make any commitments regarding any proposed secondary employment. If the employees' primary employment supervisors consent to the proposed secondary employment, the employees then return the Form containing their signatures, as well as the signatures of the secondary employment supervisors, to the Office of Human Resources, where it is kept on file.

A copy of the Secondary Employment Certification Form is attached to these procedures.

SECONDARY EMPLOYMENT CERTIFICATION FORM

Baltimore City Community College permits secondary employment with prior agreement pursuant to BCCC's Policy on Secondary Employment and Professional Commitment of Faculty and Staff. **Please complete and sign this Form disclosing any secondary employment.**

DIRECTIONS: ALL EMPLOYEES COMPLETE SECTION ONE. Complete **SECTION TWO** only if you have no additional employment. Complete **SECTION THREE** to declare and certify secondary employment which includes **ANY** employment internal or external. You must submit a separate form for each job that you wish to take in addition to your primary employment at BCCC, including a separate form for each contractual position at BCCC or any other state agency. Please specify hours worked each day.

Section I – Current BCCC Employment Information

Name:	Title of Position:
Classification: <input type="checkbox"/> Faculty	<input type="checkbox"/> Administrative/Professional /Technical
<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Division: <input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Student Affairs
<input type="checkbox"/> Finance & Administration	<input type="checkbox"/> IERP
<input type="checkbox"/> WDCE	<input type="checkbox"/> Office of the President
<input type="checkbox"/> IASP	Supervisor's Name:

Section II- No Secondary Employment

I certify that I currently have no secondary employment.

Signature:	Date:
------------	-------

Section III- Secondary Employment Certification

Job Title		
Name of Employer		
Employer's Address		
City	State	Zip
Supervisor's Name		Phone Number:
Is this position considered full time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employment Start Date	End Date

Please list days and work hours: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___
 Saturday ___ Sunday ___ *Approximate number of hours/weeks* _____

I attest that the secondary employment disclosed above does not interfere with my duties at BCCC and does not create a conflict of interest or commitment with state employment duties and responsibilities. Moreover, I will not use the physical resources of the College in connection with my secondary employment unless BCCC is also my secondary employer, and will not convey endorsement by the College of the recommendations or results from any consulting or professional services.

_____ (Employee's name)
 _____ (Employee's signature) (Date) _____

Section IV – Authorization

Employee Signature:	Date:	
Current Employment BCCC Immediate Supervisor (Dean/Director/Manager) Signature:	Date: No <input type="checkbox"/>	Approved: Yes <input type="checkbox"/>
Current Employment BCCC Cabinet Member Signature:	Date: No <input type="checkbox"/>	Approved: Yes <input type="checkbox"/>

Current Employment BCCC President Signature:	Date: No <input type="checkbox"/>	Approved: Yes <input type="checkbox"/>
Secondary Employment Supervisor Signature (Internal):	Date:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Human Resources signature:	Date:	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>