



Policy No: ____

Title of Policy: POLICY ON SECONDARY EMPLOYMENT AND PROFESSIONAL COMMITMENT OF FACULTY AND STAFF

Policy (check one): New X Revised ____ Reformatted _____

Applies to (check all that apply):

Faculty X Staff X Students _____

Division/Department _____ College X

Topic/Issue:

This policy applies to all full-time BCCC faculty and staff members (employees who work or are contracted to work at least 30 hours per week). Recognizing the need for balance among personal and institutional missions and goals, this policy establishes broad guidelines for avoiding conflicts of commitment. A conflict of commitment situation arises when outside activities substantially interfere with the person's obligation to students, colleagues, or the institution.

Background to Issue/Rationale for Policy:

By accepting an appointment to or employment at BCCC, faculty and staff members make a major professional commitment to the institution, its students, and the State of Maryland. Maryland law encourages higher education institutions to promote economic development in the State and to increase their financial resources through arrangements with the private and nonprofit sectors. The purpose of this policy is to ensure that a separate professional commitment or secondary employment does not have an adverse effect on the employee's commitment to the College and does not create a conflict of commitment with State employment duties and responsibilities.

State/Federal Regulatory Requirements:

Code of Maryland Regulations (COMAR), Chapter 17.04.03.15

Policy Language:

Baltimore City Community College complies with the Code of Maryland Regulations, Chapter 17.04.03.15. College employees may engage in limited self-employment or employment for remuneration inside or outside of BCCC provided that such activities on the part of the employee do not interfere with the employee's primary duties at

BCCC and are not a conflict of interest with state employment responsibilities. "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.) Secondary employment must be reported to the Office of Human Resources on the Secondary Employment Certification Form for each condition of employment and must be approved by the employee's supervisor, his or her President's Cabinet Staff member and the president of BCCC upon hiring by BCCC or prior to the employee making a secondary employment commitment.

BCCC employees may not use the physical resources of the College in connection with their secondary employment unless their secondary employer is also BCCC.

BCCC employees may not convey endorsement by the College of the recommendations or results from their secondary consulting or professional services.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, expulsions and/or termination.

Implementation Date: Upon Board of Trustees Approval

Proposed by: Office of Human Resources

Approved by the Board of Trustees: December 16, 2020

****This policy once approved by the Board of Trustees supersedes all other policies.***