

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
NON-SCHOOL EMPLOYMENT

**OUTSIDE EMPLOYMENT**

Full-time employees of the College District shall not be employed in any outside activity unless a description of the nature and extent of the outside employment has been filed with the appropriate executive council officer. The notification should include the name of the employer; type of employment (i.e., sales staff, teaching adjunct, etc.); time frame for the employment (i.e., 2 weeks date specific, fall semester, spring semester, all year, etc. ); and the times of employment (i.e., evenings, weekends, Mondays, etc.). Notification will be sent to the immediate supervisor. Such employment, or business obligation, is acceptable if the employment is undertaken on the employee's own time, does not restrict the teaching schedule or full-time commitment to the College District and students, does not utilize College District material, facilities, or equipment, and is not a conflict of interest. The employment must not be in conflict or competition with the basic mission, goals, or programs of the College District. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Angelina College.