OUTSIDE EMPLOYMENT NOTIFICATION

Instructions: Prior to engaging in outside employment or continuing business activity, full-time faculty and staff members shall review WSCC Policy No. 06:24:00 and submit this form through appropriate administrative channels to the president. For convenience, the applicable policy is provided on the reverse side of this request form.

NOTE: This policy is applicable to all full-time personnel classified as exempt from the Fair Labor Standards Act (i.e., faculty and administrative staff). This policy is not applicable to personnel classified as nonexempt from the Fair Labor Standards Act (i.e., clerical, technical, skilled crafts and maintenance/custodial staff).

FROM: ____________________________________________________________

TO: ______________________________________________________________

DATE: ____________________________________________________________

SUBJECT: Outside Employment

1. The purpose of this memorandum is to notify you that I propose to engage in the following outside employment or continuing business activity:

   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. I certify that the outside employment or continuing business activity will not interfere with my assigned duties and responsibilities at Walters State and is not otherwise in conflict with the provisions of WSCC Policy No. 06:24:00.

   Employee: _________________________________________________________
   Signature _______________________________ Date __________________________

   Division/Dept. Head / Dean: [ ] Forwarded, recommending approval
   _______________________________ Date __________________________

   Vice President: [ ] Forwarded, recommending approval
   _______________________________ Date __________________________

   President: [ ] Approved [ ] Disapproved by reason of:
   _________________________________________________________________
   Signature _______________________________ Date __________________________

HR Review: __________________________
Walters State recognizes the value of its students and personnel to the citizens of the state arising from the many types of consulting and other external experiences in which members of the faculty and staff may engage. Such activities can contribute to the quality of instruction, enhance the professional competency of the individual, and bring credit to the institution. These activities also provide valuable service to business, industry, professional groups, public and private organizations, local, state and federal governments, as well as provide important links between the institution and the community.

As defined herein this policy does not apply: (a) to normal, short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation; or (b) when the individual is not within the contract period term, or is on leave.

The minimum guidelines pertaining to the outside employment of full-time faculty and staff members at Walters State are as follows:

1. Prior to engaging in outside employment or continuing business activity, the faculty or staff member shall notify the president of the nature of the employment and the expected commitment of time. The president shall determine whether the proposed employment is consistent with institution and Tennessee Board of Regents’ policies. In the event that it is determined that the employment is inconsistent with such policies, the president shall notify the individual to that effect. The faculty or staff member may appeal such a decision through the normal institutional channels for handling grievances.

2. The proposed outside employment or continuing business activity:
   A. must not interfere with assigned duties and responsibilities;
   B. must not constitute a conflict of interest or compete with the education, research or public service programs of the institution;
   C. is subject to the prior approval of the president and the appropriate representative of the other agency, department, institution, or school if involving employment with other agencies, departments, or institutions of state government, including state institutions of higher education or technology centers;
   D. must not be undertaken with the claim that the individual is an official representative of the institution in connection with the employment; and,
   E. must have institutional approval and provide for compensating the institution at the rates established by the institution if involving the use of institutional equipment, facilities, or services.