



Northern Marianas College Procedure

Procedure No.: 5000.3 Procedure Title: Outside Employment
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources
Procedure Approval Authority: President
Board Policy No. Associated with this Procedure: 5000

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This Procedure describes the process for permitted outside business activities and third party employment of College employees.

Areas of Responsibility Each employee is responsible to ensure that his or her outside activities do not compete with the College, create a conflict of interest, or interfere with the performance of College duties. Each employee shall treat NMC as his or her primary employer and accordingly, the College's needs and priorities shall take precedence over any outside interests.

Procedure details All full-time employees must understand that fulfillment of their responsibilities to the College constitutes full-time employment. However, an employee may engage in outside employment and/or business activities, provided they do not interfere, compete with or compromise the efficient performance of the College assignment, or involve conflict of time, interests or duties. In any event, no College facilities, equipment, supplies, materials, or clerical assistance shall be used by an employee in the pursuit of outside employment. All outside employment and/or business activity must be reported to the College to ensure that the fulfillment of the employee's full-time responsibilities with the College will not be compromised. Annually, all employees will be required to disclose all outside business activities and employment and seek approval of the continuance of such activities from his or her immediate supervisor and concurrence of the President

Instruction or other services provided as part of a program sponsored by the College will not be considered outside employment. However, the effect of the additional work on the employee's primary duties and responsibilities must be considered at the time of selection for such secondary assignment. In the event of any secondary assignment for pay, an employee shall take annual leave or compensatory time for all time spent performing such secondary assignment during their normal work hours.

Full-time employees of Northern Marianas College may also undertake, contract for, or accept things of value from persons or companies other than the College in return for consulting or research services, providing a conflict of interest situation is not caused by such employment or independent business activity. Each employee is reminded that the business of the College is education. All educational opportunities, including without limitation all consulting for other educational institutions, shall be conducted through the College.