

# BP 2-12: External Employment

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BOARD POLICY BP 2-12

APPROVED: March 27, 2023

EFFECTIVE: March 27, 2023

REVIEWED: February 13, 2023

NEXT REVIEW DATE: March 2026

REFERENCES:

RESPONSIBLE DEPARTMENT: Human Resources

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The Dawson Community College Board of Trustees understand and respect that employees of Dawson Community College may choose to be employed in addition to their current employment at the College.

Dawson Community College employees are prohibited from working for others and/or earning extra compensation for such employment during normal or scheduled work hours of employment at Dawson Community College. This includes self-employment and multilevel marketing initiatives.

Employees should not assume responsibilities outside of the College that interfere with assigned duties. Additionally, any outside employment (including self-employment and multilevel marketing initiatives) will not serve as an acceptable reason for poor job performance, absenteeism, tardiness, or refusal to work overtime, if needed. If any of these conditions arise, the employee may be required to cease outside employment and/or may be terminated. In cases of conflict with any outside activity, the employee's obligations to Dawson Community College must be given priority.

College resources should not be used to sustain or seek outside employment.

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SCOPE                      This policy applies to Dawson Community College.

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PROCEDURES              The College President shall promulgate such procedures as may be needed to implement this policy.

History: 3/22/73, 9/24/01; 12/18/01, 3/27/2023