

EMPLOYMENT - ADDITIONAL

Exceptions to the following policy will be made at the request of the Vice President for Academic Affairs:

Conflict of Interest - To ensure compliance with the Government Code, any contract or hourly staff member of the Southwestern Community College District who is employed by or working for any private company or firm, or is self-employed, should be careful, in such an association, not to give the appearance in any manner or form that he or she represents the College. At no time shall District equipment or supplies be used in conducting personal business. In addition, any such Certificated employee who works for a company doing business within the Southwestern Community College District is required to clear said activities or employment with the Vice President for Academic Affairs. Classified employees should clear such activities through the Director of Personnel Services.

Non-District Employment - When employed as a full-time contract instructor or when employed as a Summer Session instructor, no member of the faculty may hold additional employment which would, in the judgment of the Administration, interfere with the regular duties of the employee. Faculty members may be required to report all additional employment when requested by the Vice President for Academic Affairs. This report may also be required of instructors teaching during the Summer Session.

Overload Assignment - A full-time faculty member may be requested to be assigned to teach overload classes in addition to his or her full-time teaching assignment.

Summer Session - Faculty members may accept up to eighteen lecture hours, or twenty-four lab or combination lecture/lab hours, per week, during a summer session, excluding authorized office hours. Exceptions to the policy may be approved by the Vice President for Academic Affairs or the Superintendent President in cases where there is no staffing alternative, or where it is deemed that the educational program would be best served by making an exception. Requests for exceptions must be made in writing by the faculty member's Instructional Administrator. Six hours per day is the normal load for instructional non-teaching assignments. Combination of teaching and non-teaching assignments may not exceed thirty hours per week.

Employment of Faculty as Consultants - Certificated employees are encouraged to apply their energies and talents in service to the community and the profession by acting as consultants or officials in community and professional activities.

Prior approval is not necessary when such service will neither interfere with the individual's normal college responsibilities nor involve a commitment of other college resources. The employee is encouraged to keep his or her supervisor or others informed as may seem appropriate.

Prior approval by the appropriate Instructional or Student Services Administrator is necessary whenever such services will either interfere with the individual's normal responsibilities to the College or involve a commitment of other College resources. For this type service:

1. The individual desiring to render such service shall submit an in-service leave request through the Instructional or Student Services Administrators to the Vice President for Academic Affairs or Vice President for Student Services. The request should clearly indicate:
 - a. Dates, times and nature of services to be performed and for whom.
 - b. Any normal responsibilities, e.g. class meetings, office hours, etc., which would conflict with the proposed activity.
 - c. Any anticipated commitment of College resources, e.g. use of equipment, travel expense, clerical support, etc.
 - d. Any remuneration to be received for the proposed service, e.g., honorarium consultant fee, reimbursement.
2. The Vice President for Academic Affairs or Vice President for Student Services will approve those requests which are judged to be in the best interests of the College subject to the following conditions:
 - a. Absences from normal responsibilities will be approved only upon the recommendation of the Instructional Administrator.
 - b. If the instructor/counselor receives an honorarium or consultant fee (beyond travel, meals, etc.) for services that involve absence from normal responsibilities, the instructor must then decide between accepting the fee or a normal day's salary. The intent is that the instructor not be allowed to accept remuneration from both sources for the same hours of employment.
 - c. Requests involving commitment of College resources will be approved only if appropriate prior authorization is obtained for that commitment.