

## **Policy: 5.07**

### **Outside Employment**

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#### **Purpose**

Kansas City Kansas Community College (KCKCC) recognizes that some employees may hold additional jobs or participate in activities outside their employment with the KCKCC. This policy is set forth to establish guidelines regarding outside employment.

#### **Policy Statement**

The primary responsibility of all employees at Kansas City Kansas Community College (KCKCC) is to accomplish the duties and responsibilities that have been established for their position. No employee is to engage in any outside employment which will in any way interfere with his/her college working hours or assigned duties. All employees will be judged by the same performance standards and will be subject to KCKCC's scheduling demands, regardless of any existing outside work requirement.

The following conditions apply to all employees that engage in outside employment or activities.

1. No employee shall engage in any outside employment or activity which involves the misuse of the facilities, equipment, supplies and college personnel.
2. No employee shall engage in any outside employment or activity if it involves such time demands that would interfere with the employee's work performance.
3. Employees who have accepted outside employment or other activities may not use accrued sick leave to engage in outside employment or other activities. Employees that are absent for outside employment or activities will be required to use vacation, merit or personal leave.

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