SUPPLEMENTING SALARY ON COLLEGE TIME

Generally, during their regular working hours, employees cannot supplement their salary from College or outside sources.

See following page for procedure.

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From College Sources
Employees cannot supplement their salary from College or other public sources (such as grants) during regular hours unless the employee:

- Teach additional courses that are not part of the employee’s assigned work load,
- Work at certain College-sponsored events,
- Work overtime, when payments are required by contract or by law, or
- Have a written arrangement with an appropriate administrator.

From Outside Sources
Employees may supplement their salary from outside sources during non-working hours with these conditions:

- This extra work must cease or be limited if it deters them from effectively performing their work at the College.
- They may not use College facilities if this use violates State or Federal law, or College policy.

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