



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 3103

Policy Title: SECOND (2ND) JOB POLICY

Responsible Oversight Director: Chief Finance and Operations Officer (CFOO)

Date of Current Revision or Creation: April 16, 2012

A. PURPOSE

In accordance with [DHRM Standards of Conduct Policy 1.60](#), which states “Employees who contribute to the success of an agency’s mission obtain approval from supervisor prior to accepting outside employment”, the SVHEC is adopting this policy for full-time employees who work a 2nd job with another employer.

Full-time SVHEC staff may accept employment in any other agencies, outside of state service, in any private businesses, or in the conducting of professions, including SVHEC educational partners, according to the parameters established in this policy. Staff is encouraged to accept, when appropriate and after receiving approval from his/her Supervisor, opportunities to provide classroom instruction for SVHEC Educational Partners. Prior to signing an Adjunct Faculty contract or taking on another job(s) of any kind, however, full-time staff must adhere to the following protocol.

B. AUTHORITY

[Virginia Code Section 23-231.24-29](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations

3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

2nd Job – Employment with an entity other than the SVHEC, in addition to the SVHEC.

D. SCOPE

This policy applies to all SVHEC full-time employees. SVHEC policies are located on the official website <http://www.svhec.org/svhec-policies>.

E. POLICY STATEMENT

- A. The SVHEC employee's first priority is to perform his/her SVHEC duties, as defined in her/his EWP, in the hours they are hired to work for the SVHEC.
- B. The employee is to complete the Second (2nd) Job Approval Request Form for all jobs, and schedule time to meet with Supervisor for discussion and approval.
- C. The other job work schedule must not conflict with the employees' job duties at the SVHEC.
- D. No property belonging to or under contract with the Commonwealth of Virginia/SVHEC may be used for outside employment activities.

F. RELATED INFORMATION

[Second \(2nd\) Job Approval Form](#)

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

Executive Director – Provisional Approval of Policy:

Betty H. Akers

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates: February 27, 2014

Scheduled Review Date: February 2019