

Policy Number: 02.066

Policy Title: Outside Employment

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Antioch College. All employees will be judged by the same performance standards and will be subject to Antioch College's scheduling demands, regardless of any existing outside work requirements.

If Antioch College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Antioch College as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Antioch College.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Antioch College for materials produced or services rendered while performing their jobs.

Our practice has been not to expect faculty members who teach a single course at another college in the community to inform the Chief Financial Officer, or administrative Supervisor. However it is advisable that for more time consuming outside assignments than this, the Chief Human Resources Officer or Supervisor be consulted, so that potential misunderstandings or differing expectations can be avoided.