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## **E-2b(3) PROCEDURE Hiring Procedures**

### **Outside Employment**

Full-time administrative, professional, and support employees, with the prior notification to the Vice President for Human Resources; and faculty with prior notification to their immediate supervisor, may engage in additional employment or acquire a private interest in a business, provided such employment or interest does not interfere, or create a conflict of interest with the employees' ability to carry out their responsibilities to the College.

An employee may engage in additional employment as an instructor for another college, university or kindergarten through 12th grade school; provided, that the College's schedule of work for that employee, based upon need, is established, then if the outside employment or interest does not interfere with those hours for which the employee is compensated. Southeast Community College is absolved of any liability due to employee's outside employment or business interest, including any liability for workers compensation or unemployment.

### **All Other Positions**

The Human Resources Office will develop and administer employment procedures in compliance with the College's practices that support access, equity, equal opportunity, and fair employment. The Human Resources Office may delegate employment processes as appropriate in this area.

### **Employment of Relatives**

A current employee's immediate family member who has the necessary qualifications may be employed for an assignment by Southeast Community College. However, in no case may a spouse, child, stepchild, brother, sister, parent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent or grandchild be assigned a position under the direct supervision of a relative without the written consent of the President of the College.

Adopted Date: 03/17/2009; Revised 11/15/2011; Revised 6/20/2017