

06:08:04:00 Outside Employment

Purpose:

Full-time employment with Dyersburg State Community College (DSCC) demands an individual's full-time professional expertise, commitment, and energies, and the assigned teaching load of a DSCC faculty member constitutes a full-time assignment. However, DSCC recognizes the value to its students and its personnel arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the economic development of DSCC's service area, bring credit to the college and create valuable links between DSCC and its communities.

Scope:

This policy applies to all DSCC faculty and staff and is congruent with TBR Policy 5:01:05:00.

Policy:

1. Upon employment and prior to engaging in outside employment, business services, or other activity, the faculty or staff member shall notify appropriate supervisors and the President, or his or her designee, of the nature of the employment and the expected commitment of time. The DSCC Outside Employment/Business Activity Form will be used for this purpose.
2. In addition, the following employees will complete this form annually by January 31 and will submit it to the Human Resources Department.
 - President's Staff
 - Coaches and Assistant Coaches
 - Athletic department personnel who are exempt from the provisions of the Fair Labor Standards Act
 - All full-time faculty members
3. The President or designee may approve outside service only for efforts that:
 - Are performed entirely outside of, and in addition to, normal working assignments and responsibilities
 - Do not interfere with assigned duties and responsibilities or with regular institutional operations
 - Are consistent with DSCC policies and guidelines and with state law.
 - Do not constitute a conflict of interest or compete with the institution's education or public service programs
 - Require only a reasonable time commitment from the employee
 - Are not undertaken with an inappropriate claim that the individual is officially representing the institution in

connection with the employment

- If the employee is a part-time non-faculty employee of DSCC, approval may only be withheld if the outside employment creates a conflict of interest
4. If the employment involves other agencies, departments, or institutions of State government, it is subject to prior approval of the President, Director, or appropriate representative of the other agency, department or institution. Services rendered by a DSCC employee to another state agency, department or institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030.
 5. The DSCC Outside Employment/Business Activity Form will be used for this purpose and the submitted forms will be maintained in the Human Resources department.
 6. DSCC Information Technology resources are not to be used for outside employment. Use of DSCC IT resources must comply with the existing 11.02.04.00 Computing, Network and Communications Acceptable Use policy, the 11.01.01.00 Information Technology policy and the 11.01.04.00 Use of E-mail policy.

Compliance:

All DSCC employees are expected to adhere to this policy. Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

Definitions:

Outside Employment: any paid activity performed in addition to the official responsibilities of a full-time employee (as opposed to extra compensation – any compensation earned through the institution in excess of an individual employee’s base rate of pay). Examples include, but are not limited to, consulting, advising, testing, performing analysis or examinations and practicing one’s profession.

Revision History:

Policy created May, 1985. Policy revised March, 2012; approved by Administrative Council March 30, Policy revised November, 2019; approved by Administrative Council December 13, 2019. Policy revised and approved by Administrative Council on January 29, 2021.

[DSCC Outside Employment Request Form](#)