

Outside Employment and Extra Compensation

I. Purpose

The purpose of this policy is to establish standards for permissible outside employment and the payment of extra compensation for additional assignments for employees at Dyersburg State Community College (the College).

DSCC also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted. This policy sets forth the following general provisions to cover the circumstances and limitations under which outside employment and/or extra compensation may be appropriate.

II. Scope

This policy applies to all DSCC faculty members and exempt personnel and is consistent with TBR Policy 5:01:05:00.

This policy does not apply:

- To personnel classified as nonexempt wage and hour employees;
- To normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation;
- When the individual is not within the term of his or her contract period, or is on leave;
- To salaries paid to academic-year faculty for teaching in inter-sessions and summer sessions. These sessions are not considered extra compensation and are addressed in Policy 03:02:02:00.

III. Policy

I. Introduction

A. Full-time employment with the College demands an individual's full-time professional expertise, commitment, and energies. The assigned teaching load of a full-time college faculty member constitutes a full-time assignment.

B. However, the College recognizes the value to its students, its personnel, state institutions of higher education, and to the citizens of Tennessee arising from outside consulting and other professional experiences by employees. Such activities contribute to the economic development of the state and bring credit to the institution. These activities also create valuable links between the institutions and their communities.

C. The College also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted.

II. Outside Employment – Disclosure and Approval

A. Section II of this policy applies only to full-time employees. All employees, including part-time employees, must comply with DSCC's Conflict of Interest policy.

B. Upon initial employment, an employee must disclose any existing outside employment that they intend to continue and seek approval in accordance with this policy.

C. Once employed, prior to engaging in a new outside employment opportunity, and annually for existing ongoing opportunities, an employee must notify appropriate supervisors and the president/chancellor or designee of the nature or activity of the work, name of the employer, the anticipated beginning and ending dates, and the expected time commitment and obtain approval. A copy of the approval must be provided to the institution's Human Resource Office. That form is housed in Dynamic Forms.

D. Approval may be provided only for outside employment and additional assignments that:

1. Are performed in addition to normal working assignments and responsibilities;
2. Do not interfere with assigned duties and responsibilities or with regular institutional operations;
3. Are consistent with College policies, guidelines, and state law;
4. Do not constitute a conflict of interest or commitment or compete with the institution's education, research, or public service programs;
5. Require only a reasonable time commitment from the employee; and
6. Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment.

E. If the employment involves other agencies, departments, or institutions of Tennessee State government, it is also subject to prior approval by an appropriate representative of the other agency, department, or institution. Services rendered by a College employee to another state agency or institution of higher education will be paid by the contracting agency to the

College in accordance with the applicable College and TBR policies and procedures, including Contracts Guideline G-030.

III. Additional Assignments for Faculty

- A. Faculty acceptance of additional assignments, including overload assignments, for instruction or other purposes, is strictly voluntary.
- B. Overload assignments are based on the needs of the institution but should not be used on a long-term basis or in lieu of hiring qualified faculty or instructors to fill a continuing need.
- C. Supervisors must be careful to protect faculty against excessive time commitments.

IV. Rates of Compensation for Overload Assignments to Faculty

A. Community Colleges: the minimum rates per credit hour of instruction, as articulated in TBR Guideline P-055 must be applied when calculating compensation for overload assignments for full-time faculty or staff teaching credit courses at community colleges. This includes courses that are taught in any mini-term that is academically attached to fall or spring semester (e.g., winter-mester courses).

- 1. Compensation for overload assignments must be based on the instructor's highest degree, rank, and experience within their academic unit at their institution.

Minimum rates per credit hour of instruction:

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|---------------------|-------|
| Full Professor | \$700 |
| Associate Professor | \$650 |
| Assistant Professor | \$600 |
| Instructor | \$550 |

V. Exceptions - This policy does not apply to:

A. Ordinary short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation, or to sporadic extra-professional activities such as providing occasional childcare. Such activities are subject to the applicable laws and policies regarding conflicts of interest.

B. Activities to be performed outside the employee's terms of employment, e.g., summer for faculty. Salaries paid to academic year faculty for teaching in summer session, which are addressed in TBR Policy 5.02.04.10.

VI. Sanctions

A. Failure to comply with the requirements of this policy will result in disciplinary action, up to and including termination of employment.

IV. Compliance

All Dyersburg State Community College employees are expected to adhere to this policy.

V. Definitions

Outside Employment – any employment outside an employee's regular employment with Dyersburg State or a TBR institution. This includes self-employment.

Additional Assignment - an assignment of duties within the current employing college, but not within the existing job description of an employee.

Extra Compensation - compensation over and above the regular compensation of an employee paid for an additional assignment.

Overload Assignment - employment at DSCC or another TBR institution of no more than 2 courses per semester or trimester for extra pay.

Course – a unit of teaching that lasts one academic term, including mini-terms, and other periods shorter than a semester or trimester.

VI. Revision History

Policy created May, 1985.

Policy revised with changes and approved Administrative Council on March 1, 2012.

Policy revised with no changes and approved by Administrative Council on 2/23/2023.