

**NORTH GEORGIA
COLLEGE & STATE UNIVERSITY
POLICY AND PROCEDURE MANUAL**

P & P NO 806.0

EFFECTIVE
DATE July 1, 2004

REVISED
DATE _____

SUBJECT: Outside Employment and Activities

POLICY

North Georgia College & State University expects that all of its employees are professionally committed to their NGCSU responsibilities. The university also supports employees who wish to engage in outside employment or activities which contribute to their professional development or serve the community, as long as such efforts are consistent with NGCSU objectives and do not interfere with the regular and punctual discharge of university duties.

Employees may not accept or retain outside employment or responsibilities which would result in ethical, legal, financial, or other conflicts or competition with the interests and purposes of NGCSU.

Equipment, supplies, materials or services of NGCSU may not be used in support of outside employment.

If, while engaged in outside employment or activities, an employee represents himself or herself as affiliated with NGCSU any reports generated by the employee must state that the work represents the opinion of the author and carries no official endorsement by NGCSU.

Employees who have questions regarding possible conflicts of interest should seek advice from their management or the Department of Human Resources.

Employees who wish to engage in outside employment or activities that conflict with their NGCSU responsibilities must obtain the approval of their manager and functional Vice President, utilizing a "Request to Engage in Outside Employment/Activities" form prior to making a commitment.