

Policy Number: 1240

Policy Name: Outside Employment Disclosure

Responsibility for Maintenance: Director of Human Resources

Effective Date: July 1, 2018

Last Updated: August 15, 2023

I.

I. Reason for Policy

The purpose of this policy is to document College policy regarding employment outside the College for salaried classified and administrative employees. In addition, this policy establishes guidelines to ensure that no employee shall engage in any other employment or conduct of a profession that affects his/her employment with the College or that may be deemed a violation of the Virginia Conflict of Interest Act.

II. Applicability of the Policy

This policy applies to all full- and part-time administrative and classified employees at RBC during the term of their employment with the College. This policy applies to all employment or work outside of the College for remuneration of any sort.

III. Definition

Outside employment is defined as compensated work for each and any other organization, business, person or agency that is not RBC. Outside employment can include, but is not limited to, self-employment and self-initiated professional services such as consulting, private enterprise, workshops, seminars, conferences, institutes, or short courses provided to any entity or person other than the College.

II. Policy Statement

Prior to accepting additional employment, and annually thereafter for continuing employment, salaried full- and part-time classified and administrative employees must submit a completed Outside Employment Approval Form to the department head for review. Approval for permission to work outside the normal work schedule within or outside the College may be granted at the department head's discretion. Full-time classified and administrative employees may work for the College outside of the normal work schedule on a wage basis in positions that are occasional and sporadic, for example as a game-day parking attendant. Classified and administrative employees must use approved annual or compensatory time if the additional work with an outside entity occurs during the normal work schedule of the employee's regular full-time position. Some outside employment may pose a conflict of commitment, thereby compromising the employee's effectiveness in his or her primary role with Richard Bland College. The department head will determine if the additional employment may adversely affect the employee's performance in the College salaried position and therefore should not be approved. If the request is granted and job performance subsequently deteriorates, the department head may rescind approval for the outside employment. Supervisors should contact Human Resources for guidance concerning performance issues. Certain outside employment opportunities or a business ownership interest may pose a real or perceived conflict of interest. For example, employees may not accept employment with a firm or agency

that is in competition with the College for providing goods or services without full disclosure and explicit advance approval. Outside businesses owned by the employee or by a member of the employee's immediate family also may pose a conflict if that business intends to sell a product or service to a College entity. This is explicitly prohibited by state law and is intended to prevent an employee from receiving personal benefit for themselves or their family as a result of College employment. Department heads should bring any requests for outside employment with the potential for conflict of interests to the attention of College Counsel so that the request may be assessed in relation to the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100 et seq. (see RBC Policy on Conflict of Interests).

III. **Guidelines for Participating in Outside Employment**

Administrative or classified employees participating in outside employment are to adhere to the following set of guidelines:

1. An administrative or classified employee's primary responsibility is to the College; however, there are occasions when administrative or classified employees may engage in outside employment.
2. Outside employment means work for any non-College entity whether or not such work is performed on campus, and includes self-employment.
3. Administrative or classified employees may not engage in any other employment during the hours for which they are employed by Richard Bland College, except as authorized pursuant to subdivision III.C.7 below.
4. An administrative or classified employee may not engage in other employment outside his or her Richard Bland College work hours if such employment is deemed to affect the administrative or classified employee's work performance or is determined to be in violation of the Richard Bland College Conflict of Interests Policy, Code of Ethics, or the Virginia State and Local Government Conflict of Interests Act.
5. No property or resources belonging to or under contract to the Commonwealth or Richard Bland College may be used for outside employment activities.
6. An administrative or classified employee who engages in outside employment may not use the name of the College in such a manner as to suggest institutional endorsement.
7. When authorized outside employment occurs during normal working hours for the College, annual, personal, compensatory, or recognition leave shall be submitted and charged for time away from normally scheduled duties.
8. Administrative or classified employees are responsible for obtaining department head approval for outside employment before the work begins. Written documentation that describes the nature of the outside employment, the duration of the outside employment, and when the outside employment will be performed must be submitted for approval to the supervisor and the Vice President . The Richard Bland College Approval for Outside Employment Form must be used for this purpose. Approval must be renewed annually, if applicable.

9. The approved documentation must be submitted to the Office of Human Resources for filing in the employee’s personnel file, with a copy kept on file in the individual’s department.

IV. Sanctions

Failure to comply with this College policy and guidelines may lead to disciplinary action and could include termination of employment from the College.

V. Exclusions

Participation in paid or for points military reserve drills and other military activities are not to be construed to be outside employment under this policy.

This policy does not apply to work for which no compensation or other remuneration is received, unless such work interferes with the responsibilities of the employee to the College.

Volunteer work performed without the expectation of, or without a prior intent of, receiving compensation is not considered to be “outside employment.” Additionally, earning investment income or ownership in a venture in which the employee performs no work is not considered to be “outside employment.”

VI. Related Documents

[RBC Policy 1190: Conflict of Interests](#)

[State and Local Government Conflict of Interests Act, 2.2-3100 et seq.](#)

Outside Employment Approval Form

VII. Contacts

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Human Resources	Director of Human Resources	(804) 862-6100, ext. 6409	rbchr@rbc.edu