



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**DBF-1**                      **Outside or Other  
Employment of Full-time  
Employees**

**APPROVED:** August 8, 1979    **REVISED:** September 1, 1995  
**Year of last review:** 2021  
**AUTHORIZING BOARD POLICY:** DBF

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:**    To provide guidelines for the outside or other employment of full-time employees.

**PROCEDURE:**

- I.        Members of the faculty\* or staff should not be discouraged from accepting appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions which do not interfere with their regular job responsibilities and work schedules. Conflict of interest should be avoided in all instances of outside employment.
- II.       No member of the faculty or staff engaged in outside remunerative activities may use in connection therewith the official stationery of the District or give as a business address any building or department of the District.
- III.      No member of the faculty or staff may accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or the District.
- IV.      Every member of the faculty or staff who gives professional opinions must protect the District against the use of such opinions for advertising purposes. That is, when the employee does work in a private capacity, the employee must make it clear to those who employ the employee that the work is unofficial and that the name of the District is not in any way to be connected with the employee's name, exceptions being made of the name of the author attached to books, pamphlets and articles in periodicals.

\* **Note:** The word "faculty" denotes instructors, counselors and librarians.