

Section: GENERAL INFORMATION
Subject: Secondary Employment
Number: HR 3325

I. Institutional Regulations

Employment at Des Moines Area Community College shall be considered a Regular employee's primary employment, regardless of whether it is full-time or part-time. A Regular employee may not engage in any secondary employment that will present a real or perceived competition with his/her College employment or with the interests of the College.

II. Procedure

- A. Secondary employment considered to present a real or perceived competition includes, but is not limited to, employment that duplicates, replaces, or interferes with College services or functions, inside or outside the DMACC service area.
- B. Secondary employment that does not compete with College services or functions but occurs during an employee's College duty hours is specifically prohibited unless the employee is on an appropriate approved leave, such as vacation, personal business, or leave without pay. See HR Procedures 3705, 3730, and 3765.
- C. An employee may not receive personal remuneration for a speaking engagement on behalf of the College that occurs during the employee's duty hours unless the employee is on an appropriate approved leave. However, honorariums to the College Foundation may be accepted.
- D. A Regular employee may not render private paid tutorial services to DMACC students.

APPROVED:



Executive Director, Human Resources

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