

## **Outside or Secondary Employment**

### **Definitions**

**Outside Employment:** Additional employment or ‘outside work’ that a TVCC employee is engaged in outside of their position at the College. It can include working for another employer, running a business or providing paid consultancy services, or being involved in a family business.

**Secondary Employment:** Additional employment that a TVCC employee is engaged in within TVCC.

**Exempt Employees:** Employees who do not have to submit a monthly timesheet and are not subject to overtime or meals and rest periods. Exempt employees receive the same salary each month.

**Non-Exempt Employees:** Employees who work on an hourly basis and get paid hourly. They are eligible for overtime and meal and rest periods. Non-exempt employees fill out a monthly timesheet and are generally paid only the hours they work.

### **Policy**

No full-time employee shall engage in Outside Employment that interferes with regular College duties.

Full-time and part-time employees who engage in Secondary Employment, including, but not limited to, adjunct duties or instructing a class at HDEV, the Center for Business, Workforce and Community Learning, SRCI or coaching, must do so only upon prior written approval of the employee’s administrative supervisor, with the prior written approval of the vice presidents of all affected departments.

If an employee engages in Secondary Employment, the employee is expected to continue to work the same amount of hours in his/her primary employment.

If the full-time employee is a non-exempt employee and engages in Secondary Employment outside of his/her regular working hours, the employee’s total hours shall not exceed 40 per week and no additional compensation shall be paid, except upon written approval of the vice president or president. If a non-exempt employee exceeds 40 hours per week, he/she may be paid an overtime wage in the amount of one and one-half (1 ½) times their regular rates of pay or shall receive compensatory time one and one-half (1 ½) times the number of hours worked over his/her regular hours. The non-primary department shall pay any overtime costs.

The hours worked as an adjunct shall be determined in the same manner as faculty hours for the Oregon public retirement programs. If an exempt employee instructs or coaches during his/her regular working hours and is paid by grant funds, the employee shall ensure he/she works all hours required of the grant.

Prohibition of/or permission for outside or secondary employment for faculty shall be as is stated in the collective bargaining agreement. If there is no policy in the collective bargaining agreement, the faculty shall be subject to the rules set forth herein.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.010 to-244.400](#)

[ORS 341.290\(2\)](#)

[ORS 341.556](#)