



TITLE: SECONDARY EMPLOYMENT POLICY
APPROVED: October 12, 2005 REVIEWED: January 11, 2010
NEXT REVIEW: 2012-2013
RESPONSIBILITY: Executive Director, Human Resources
APPENDICES:
CROSS-REFERENCE:

POLICY STATEMENT :

College employees may obtain employment at the College in other than their regular College employment, providing the secondary employment does not interfere with, or cause a deterioration in the performance of their regular job responsibilities.

PURPOSE :

To provide guidance in the situation where an employee wishes to take on additional employment at the College.

SCOPE :

This policy applies to all College employees.

DEFINITIONS :

PROCEDURE/GUIDELINES :

College employees who work in secondary employment within the College will be paid for such secondary employment at a salary within the normal salary range of the secondary position.

Secondary employment will be treated as separate employment rather than as an extension to the employee's normal work day, however overtime rates of pay will apply, as required by laws and/or collective agreements. The cost centre where the secondary employment exists will be responsible for the costs of the overtime pay, if required.

In the event that secondary employment causes deterioration in the performance of, or interferes with, the employee's performance in either position, the employee will be required to drop one position.

In the event of a conflict or inconsistency between this policy statement and provisions in a collective agreement or employment policy, such provision shall prevail and supersede this policy.