COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6023

Outside Employment and Activities

Date Adopted: 1 April 1993

Date Revised: 14 September 2017; 8 May 2019; 19 November 2026

Date Reviewed: 29 August 2017, 8 May 2019; 19 November 2026

References:

1. OUTSIDE EMPLOYMENT AND ACTIVITIES

Employees may engage in outside employment and activities provided the activity:

1. does not adversely affect the employee's job with the College;
2. complies with immigration and labor laws;
3. does not constitute an actual or apparent 'Conflict of Interest'; and
4. would not damage the image or reputation of the College.

Activities that enhance the professional status of both the employee and the College without hampering the employees' primary responsibility with the College are encouraged. However, contracting services that are in competition with typical College services are prohibited. College time, resources, nor name is to be used to perform non-college work or activities. Employees may, with prior permission from his or her supervisor, take leave to perform short-term contracts.

Employees, whose work, attendance, or productivity declines because of outside employment or activities, are to be disciplined by their supervisor as outlined in the employee discipline and protection policy.

2. APPLICATION

This policy applies to regular full-time employees.

3. DEFINITIONS

Employee includes all regular employees as defined below.

Regular employee is an employee with an established position by the Board and whose salary is assigned per annum rates.

Outside activities include any activity; paid or unpaid, that requires time and energy from the employee which could have an impact on the College or employee's performance.

An actual or apparent conflict of interests exists when there is or it appears that an employee's private interests could interfere with the proper performance of their official duties or when it conflicts with or appears to conflict with the purposes, goals and principles of COM-FSM, or when the employee is working for or acting on behalf of a vendor or contractor that engages in business or is attempting to engage in business with COM-FSM.

Outside employment is additional employment by a full-time regular employee during the contract period for which compensation is received. This includes consulting and advisory services for pay. Honoraria for lectures or literary articles, private income from investments, and royalties from books are not considered compensation for outside employment, but the activities would constitute outside activities and this policy would apply to such activities.

Employees engaged in employment or activities outside of their duties with the College are not to use any College resources, equipment or facilities to conduct such outside employment or activities.

See Administrative Procedures No. 6023