

To: All MCC Staff
From: Human Resources
Subject: Outside / Secondary Employment Disclosure



Based on the requirements in CCCS Board Policy 3-70, MCC employees are required to disclose any employment outside of their regular duties. The attached MCC *Outside / Secondary Employment Disclosure* form shall be completed upon hire and annually thereafter if any outside employment exists. In addition, employees must disclose outside / secondary employment and provide updates during the year if their circumstances change.

Completion and review of MCC *Outside / Secondary Employment Disclosure* forms will be done on an annual basis, upon hire, or as amendments are submitted. Disclosure forms will be retained in the employee's personnel file. Reviews are conducted by the MCC Management Leadership Team.

Employees should give the completed form to their immediate supervisor for approval. After the supervisor has approved and signed the outside employment form, the form shall be submitted to the President's Office for review by the Management Leadership Team. Approvals will be forwarded to Human Resources for recording and employee notification. Denials will be returned to the employee's Management Leadership Team representative for employee follow-up. If there is a concern regarding a possible conflict of interest, the Director of Human Resources will confer with the supervisor.

Employees must understand and agree to abide by CCCS Board Policy 3-70, which outlines the following Code of Ethics related to outside employment:

"All employees of the State Board for Community Colleges and Occupational Education:

1. Shall serve the public with respect, concern, courtesy and responsiveness;
2. Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence and trust in government;
3. Shall not use public office to bestow any preferential benefit on anyone related to the officer, appointee or employee by family, business or social relationship;
4. Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain;
5. Shall not accept outside compensation for performance of state duties. This includes acceptance of any fee, compensation, gift, reward, gratuity, expense, or other thing of monetary value that could result in real or perceived preferential treatment, impediment of governmental efficiency or economy, loss of complete independence and impartiality, decision making outside official channels, or disclosure or use of confidential information acquired through state employment;
6. Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for official action taken; Exception: Employees may accept awards from non-profit organizations for meritorious public contributions;
7. Shall not perform work for individual benefit when the work in question falls within the regular assignment of the individual;
8. Shall not engage in outside employment unless: (1) the outside employment is disclosed to the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of State duties;
9. Shall not use state time, property, equipment, or supplies for personal benefit or the benefit of outside employers or activities;
10. Shall not engage in a substantial financial transaction for his or her private business purposes with a person the employee inspects, regulates, or supervises in the course of his or her official duties;
11. Shall not assist any person for compensation or a contingent fee in obtaining any contract, claim, license, or other economic benefit from the State;
12. Shall not perform an official act directly and substantially benefiting a business or other undertaking in which the employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent;
13. Shall not use state time, property, equipment or supplies for private purposes or any other purpose not in the interests of the State of Colorado;
14. Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government."

Morgan Community College

Employee Request to Participate in Outside / Secondary Employment

(Outside / Secondary Employment Disclosure Form)

Outside / Secondary employment is defined as follows: Any activity an individual engages in, that provides said individual with financial compensation / gain. Employment requires the use of an individual's time, skills, abilities, and talents to perform work related functions. (For example: consulting or instructional positions, property manager, writing/editing a book, etc., is considered outside employment). Personal investments or income derived from rental properties are not considered outside / secondary employment.

Instructions: Complete and obtain appropriate signatures. The approved and signed form will be sent to MCC HR for inclusion in the employee's personnel file.

Employee Name / Position:
Supervisor Name:
Outside Employer / Business Name:
What are the hours you intend to work? (List Days of Week and Times)
Total # of hours per week you intend to work:
What type of work does the employer perform?
Describe the type of work you will perform for the employer:
Describe how you will ensure that your outside employment will not impact your hours worked at the college:
By signing below, I indicate I have read and understand the attached <i>CCCS Board Policy 3-70 Code of Ethics Related to Outside Employment</i> and agree to abide by it. I understand that a failure to comply with the Board Policy and to provide timely notification of outside / secondary employment may lead to discipline up to and including termination. I request approval to engage in the outside employment listed above effective (date):
Employee Signature / Date
Supervisor Signature / Date <input type="checkbox"/> approved <input type="checkbox"/> denied (reason below)
President Signature / Date <input type="checkbox"/> approved <input type="checkbox"/> denied (reason below)
Comments: