

**DATE:** December 16, 2020

**TITLE OF PROCEDURES:** Secondary Employment Procedures

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**PROCEDURES (CHECK ONE):** NEW       X       REVISED         
REFORMATTED       

**APPLIES TO (CHECK ALL THAT APPLY):**

**FACULTY**   X   **STAFF**   X   **STUDENTS**       

**DIVISION/DEPARTMENT:**        **COLLEGE**   X  

**TOPIC/ISSUE:**

Baltimore City Community College (BCCC) has a policy of allowing limited self-employment or employment for remuneration inside or outside BCCC during the regular academic year provided that such activities on the part of the employee do not interfere with the employee's primary duties at BCCC. BCCC also has a policy of avoiding conflicts of interest and commitment by careful attention to the assigned institutional responsibilities of its employees.

These procedures specify how BCCC carries out those policies.

**STATE/FEDERAL REGULATORY REQUIREMENTS:**

- Code of Maryland Regulations (COMAR), Chapter 17.04.03.15

**PROCEDURES**

"Secondary employment" refers to any remunerative activity to which the employee is expected to devote any amount of time on a continuing or recurring basis, no matter when that time occurs or how income from the activity is reported for tax purposes. (So, for example, receipt of an honorarium for a one-time engagement is not "secondary employment" under this policy, but consulting, speaking, editing or operating a business on an ongoing basis is.) Upon being hired by BCCC, all full-time Faculty and staff members (those working or scheduled to work 30 hours per week or more) fill out a Secondary Employment Certification Form disclosing any secondary employment, including other employment at BCCC or another state agency, and attesting that such secondary employment poses no conflict of time or interest with their duties as state employees, that they will not use the physical resources of the College in connection with their secondary employment unless their secondary employer is also BCCC, and will not convey endorsement by the

College of the recommendations or results from their consulting or professional services. If they have no other employment at the time, the Form asks them to attest as much. If full-time BCCC employees later want to acquire secondary employment, they must procure from the Office of Human Resources another Secondary Employment Certification Form which they must then fill out, providing details about the proposed secondary employment work schedule. If the employees' immediate supervisors, division's President's Cabinet members and the BCCC President determine there is no conflict of commitment or interest and consent to the proposed secondary employment, they sign the Form. The Form must be filled out in its entirety and signatures obtained upon hiring by BCCC or before the employees make any commitments regarding any proposed secondary employment. If the employees' primary employment supervisors consent to the proposed secondary employment, the employees then return the Form containing their signatures, as well as the signatures of the secondary employment supervisors, to the Office of Human Resources, where it is kept on file.

A copy of the Secondary Employment Certification Form is attached to these procedures.