

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.1.12.1
Related Policy: 3.1.12
Title: Employment Outside Horry-Georgetown Technical College
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-13-2001
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the responsibility of the employee to notify his/her immediate supervisor and Human Resource Services of his/her intent to accept any secondary employment. Additional employment of any kind must be approved by the employee's supervisor(s) or his/her designee and appropriate Vice President after the following determinations have been made by the Human Resource Officer:

- A. The additional employment will not interfere with the employee's full-time assignment.
- B. The additional employment could not be reasonably construed as a conflict of interest. Appropriate counsel including but not limited to the Office of the Attorney General or the State Ethics Commission may be necessary to make such determinations.
- C. The additional employment will not be performed during the employee's normally scheduled hours of work unless the employee is taking annual leave or leave without pay.
- D. The additional employment is not with a State agency⁽⁵⁾.

⁽⁵⁾ For Secondary State/Dual Employment within State Government refer to policy #3.2.5.3