



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Outside Employment	DBF – I	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Employment Requirements and Restrictions: Outside Employment	DBF	08/26/2025

PURPOSE

The purpose of this procedure is to ensure that McLennan Community College has the optimum professional focus of all full-time faculty and staff. McLennan Community College employees may engage in outside employment as long as the outside employment does not interfere with their regular work schedule. Accordingly, faculty and staff are expected to ensure outside work does not compromise the quality and quantity of their work and that students are served well.

PROCEDURE

To help track this information, the Human Resources Office will distribute an “Outside Employment” form that must be completed annually in September by all employees. If employees have changes after submitting the outside employment form, they are expected to notify the appropriate supervisor before starting work for another institution, business (including self-employment), or organization.

If the performance of and/or the availability of a faculty or staff member becomes a concern, the supervisor may direct the employee to limit or eliminate outside work in order to satisfy McLennan Community College performance standards.