



**SUBJECT:** 400 Human Resources

**Policy:** 403.7 Outside Employment

**Effective:**

**Revised:**

**Reviewed:**

---

The first duty and responsibility of a full-time employee is to provide the College with the most effective service possible. No outside service or enterprise, professional or other, should be undertaken that might interfere with the accomplishment of this primary responsibility. Additionally, employees must not use State equipment or time to conduct business for outside employment.