Policy Number: 430

Policy Title: Outside Activities

Policy Council Review Date(s): 6/16/11 and 7/21/11

PPAB Approval Date: 2/20/12

POLICY:

Full-time Georgia Perimeter College employees will not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of their official duties.

PROCEDURE:

Authorization

Full-time GPC employees must report all paid outside activities except single occasion activities to human resources on the Outside Activities Form at least fourteen working days prior to their participation. Such activities include consulting, teaching, speaking and participating in business or service enterprises.

Human resources will evaluate the activity and identify potential conflicts of interest (Policy 407 Conflict of Interest) and forward the Outside Activities Form to the president. The president or his/her designee will determine if conflict of interest exists. The employee must obtain a determination of “no conflict” from the president prior to initiating the paid outside activity.

Use of GPC personnel, equipment, or facilities by employees for an outside activity must be documented on the Outside Activities Form. Use of college resources for an outside activity will require reimbursement to the college at the standard rates charged to outside users. The president or his/her designated representative will make a final determination of what reimbursement is required for using college resources.

Examples of Outside Activities

I. Consulting

Employees may engage in paid consulting activities (any additional paid professional activity which is based in the faculty member’s discipline). Faculty members may use their
designated office and computer as part of such activities provided the equipment does not require modification.

II. Tutoring

Tutoring GPC students for pay except through the Learning and Tutoring Center is prohibited.

III. Political Activities

Employees managing a political campaign even on a volunteer basis must complete the Outside Activities Form. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay before qualifying as a candidate in a primary or general election. If elected to state or federal office, the employee must resign from Georgia Perimeter College prior to assuming office.

Employees may not use GPC personnel, equipment, or facilities for political activities.

Violation of Policy

Disciplinary action up to and including termination may be implemented against employees found to have violated this policy.

Approved by CAB 7/27/00
Approved by PPAB 2/20/12
OUTSIDE ACTIVITIES FORM

Name ___________________________  Title ___________________________

Department _______________________  Supervisor ______________________

Listing of Current and Proposed Non-GPC Income-Producing Activities
(Do not include compensation amounts. Attach additional sheets if necessary.)

Activity 1
Description:

Status (pick one): New Activity ___  Update ___

Employer/Organization:

Dates:  Time Commitment/Distribution:

Activity 1
Description:

Status (pick one): New Activity ___  Update ___

Employer/Organization:

Dates:  Time Commitment/Distribution:

Screening Questions
Do the proposed activities require the use of GPC personnel, equipment, or facilities (if so, please attach a list and an explanation of the proposed uses)? Yes ___  No ___

Do the proposed activities involve GPC students, faculty, or staff (if so, please attach an explanation)? Yes ___  No ___

Do the proposed activities require you to conduct business with GPC or involve a company that conducts business with GPC (if so, please attach an explanation)? Yes ___  No ___

In submitting this form, I affirm that the above information is true to the best of my knowledge and includes all non-GPC income-producing activities (excluding single occasion activities).

____________________________  ___________________
Employee Signature    Date

Please forward this form to Human Resources for review and approval. Please do not engage in the activities above until you have received approval.
REVIEW OF OUTSIDE ACTIVITIES

Human Resources Review

Based on the activity reported:

___ No conflict of interest exists.

___ A conflict of interest may exist, but is being monitored by the department (please forward a copy of the form to the supervisor).

___ A conflict of interest exists, but can be managed or eliminated (please attach an explanation).

___ A conflict of interest exists and cannot be managed or eliminated (please attach an explanation).

Name ___________________________   Title ___________________________

Signature ________________________ Date ___________________

Approval of President or Designee

___ The above listed activities are approved.

___ One or more of the above listed activities is not approved (please attach an explanation).

___ Reimbursement is required for proposed facilities use (please attach an explanation).

Name ___________________________   Title ___________________________

Signature ________________________ Date ___________________