



## Red Rocks Community College Human Resources Operational Guideline

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**Category:** College Personnel

**Title:** Disclosure of Outside Employment

**Number:** HROG7

**Approved:** 06/26/12

**Effective:** 07/01/12

**Revised:**

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**Reference:** Board Policy 3-70 and 3-10 and State Personnel Board Rule 1-13.

**Purpose:** The College has a duty to ensure that those in its employ demonstrate the highest ethical standards and serve the College not only with integrity and honesty, but discharge their duties in a manner that does not conflict with the interests of the State of Colorado or interfere with the performance of their College duties. In its endeavor to meet this duty, the College has implemented a procedure requiring all employees to disclose to their appoint authority any outside employment in which they are engaged and affirm that such outside employment does not constitute a conflict of interest nor does it interfere with the performance of their College duties.

**Scope:** This procedure covers all regular, benefits eligible employees at Red Rocks Community College.

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**Application:** All regular, benefits eligible employees are required to document, in an interoffice memorandum, any and all outside employment activities in which they are engaged for the affected academic year which are outside of the scope of their duties as a College employee. Within the memorandum, employees shall disclose the name of their outside employer and the nature of the work that they will be performing. Further, employees shall affirm that engaging in such outside employment does not constitute a conflict of interest nor does such employment interfere with the performance of their College duties. This memorandum is due to Human Resources by September 1 of every academic year.

The aforementioned memorandum shall then be routed through the employee's line of supervision (beginning with employee's immediate supervisor or any person in the ascending order of supervision up to and including the College President).



Once the employee's memorandum is reviewed and initialed by all affected supervisors and the College President, the memorandum shall be forwarded to Human Resources for inclusion in the employee's personnel file.

**Procedures:** Upon receipt of an employee's memorandum documenting outside employment, Human Resources personnel will scan the memorandum into the employee's official personnel file.

**Requirements:** On an annual basis, Human Resources personnel shall notify all exempt employees on July 1, via email, to remind them of their duty to follow this procedure.

Any employee found to be in non-compliance will be reminded by their supervisor to complete the required memorandum. If the memorandum is not received by Human Resources within ten (10) working days of the reminder from the supervisor, the employee may be subject to discipline up to and including termination of employment in accordance with his or her employment classification's relevant disciplinary procedure.

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