



NO. 2014 OUTSIDE EMPLOYMENT

- 1.0 Oklahoma City Community College (“OCCC”) allows its employees to engage in outside employment or hold other jobs subject to certain restrictions as outlined below. “Outside Employment” means self-employment and/or employment other than at OCCC.
- 2.0 OCCC requires that employees’ activities and conduct away from the job not conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to OCCC. OCCC broadly defines “conflict of interest” to mean a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. OCCC also defines “conflict of interest” to mean the same as that term is defined and interpreted by the Oklahoma Ethics Commission. This prohibition also extends to the unauthorized use of any OCCC equipment for Outside Employment and the unauthorized use or application of any OCCC confidential information. In addition, employees shall not solicit or conduct any outside business during paid OCCC working time.
- 3.0 In the event of an inherent conflict of interest, the employee will be given the option of relinquishing the Outside Employment or the employee’s position at OCCC. The Vice President for Human Resources shall make the conflict of interest determination and provide written notice to the employee.
- 4.0 An employee’s work hours will not be adjusted to accommodate Outside Employment without supervisor approval.

Adopted as OCCC Administrative Procedure 2002: January 2, 1991

Revised and Renumbered Effective: July 1, 2007

Revised: August 11, 2021