

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.30030 DR

EMPLOYEE OBLIGATIONS

3.30030 DR

I. Outside employment

- A. Full-time employee of the district may accept outside employment if it does not interfere with the individual's regular assignment, duties, and responsibilities.
- B. Outside employment during the working day of the employee must be requested on the approved form and signed by the appropriate district officer and the director.
- C. When an employee is absent for outside employment purposes, the time missed will be charged against vacation time or leave without pay.

II. Internal Teaching Assignments

- A. Overload teaching assignments for full-time contract and special contract faculty will be limited by the schedules of salary and conditions Appendix D and Appendix G.
- B. Administrators, regular and flexible part-time staff must obtain the approval of the supervisor and the unit officer before accepting a teaching assignment during regular work hours.

III. Exceptions

Exceptions to any contractual obligations may be requested in writing, approved by the appropriate officer and sent to the human resources director.

IV. Request for Early Contract Release

An employee seeking an early release from a contract must submit a written request to the office of human resources. If approved by the chancellor, the request will be submitted to the board.

Approved: Chancellor
April 1, 1975

Revised: April 4, 1978
Revised: November 15, 2005