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**POLICY NUMBER: HR 611**

**Title: Outside Employment of CLTCC Employees**

**Effective Date: 4/4/2023**

**Last Revision Date: 4/4/2023**

**Policy Statement**

This policy is to ensure CLTCC employees’ compliance with the rules and policies set forth by the LCTCS Board of Supervisors regarding the outside employment activities as stated in LCTCS Policy #6.018 “Outside Employment of LCTCS Employees”, as CLTCC employees are also LCTCS Employees.

**SCOPE AND APPLICABILITY**

All full-time employees of CLTCC including faculty, other academic, unclassified and classified employees, are required to abide by LCTCS Policy #6.018 at all times, including during regular and summer term and while on paid or unpaid leave.

**POLICY STATEMENT**

The LCTCS recognizes that certain outside employment activities are of benefit to the LCTCS System, to LCTCS institutions, to the State of Louisiana and to the private sector as well as to individual employees. Although the LCTCS recognizes a right of employees to engage in outside employment, it has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval **on an annual basis**, as applicable. CLTCC employees shall abide by LCTCS Policy #6.018, including its written procedures and approval forms.

Failure to comply with this policy may result in disciplinary action up to and including termination. Further, violation of this policy may result in a violation of the Louisiana Code of Governmental Ethics and penalties applicable thereto and/or appropriate sanctions by the LCTCS.

*Policy Reference: Louisiana Community & Technical College System Policy 6.018*

*Review Process:*

<b><i>Name</i></b>	<b><i>Title</i></b>	<b><i>Approval Date</i></b>
<i>James R. Sawtelle III, Ed.D.</i>	<i>Chancellor</i>	<i>4/4/2023</i>

*Distribution:*

*Electronic: posted to College’s website and sent via email to College personnel*