

# Nashville State Community College

## Outside Employment/Extra Compensation Request

*(To be completed and approved prior to each semester or prior to accepting outside employment during the semester. 1/5/2016)*

Name: \_\_\_\_\_ Division: \_\_\_\_\_ Campus: \_\_\_\_\_

I request approval for extra assignment inside Nashville State Community College.

I request approval for employment outside of Nashville State Community College.

Specify nature of Outside Employment and/or extra assignment: \_\_\_\_\_

(You may attach additional pages if needed to explain your request.)

Time Commitment per Week: \_\_\_\_\_

(Be as specific as possible -- # hours, day/evening, week/weekend, etc.)

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

I have read the Tennessee Board of Regents' Policy on Outside Employment (Policy 5:01:05:00) **paraphrased on the reverse of this form**. I understand the provisions that impact my request for outside employment and I agree to inform my supervisor of any changes in my outside employment status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Faculty, Professional Staff or Administrator)

To the best of my knowledge, this request for employment will not violate the stipulations contained in TBR Policy 5:01:05:00.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Director

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President

-----Approved    -----Disapproved

\_\_\_\_\_ Date: \_\_\_\_\_

President

**See reverse of this form for TBR policy.**

TBR Policy 5:01:05:00, Outside Employment and Extra Compensation is paraphrased below. Bolding is added for emphasis. The complete policy can be found at <https://policies.tbr.edu/>.

*Full-time employment with the Tennessee Board of Regents demands an individual's full-time professional expertise, commitment, and energies, and the assigned teaching load of a TBR faculty member constitutes a full-time assignment. However, the Tennessee Board of Regents recognized the value to its students, its personnel, its 45 member institutions, and to the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and staff may engage. Such activities contribute to the economic development of the state, and bring credit to the institution. These activities also create valuable links between the institutions and their communities.*

*The Board also recognizes that, under certain conditions, employees may be requested to perform additional assignments for which extra compensation may be warranted. The Board sets forth the following general provisions to cover the circumstances and limitations under which outside employment and/or extra compensation may be appropriate.*

### **Provisions**

***1. Prior to engaging in outside employment, the faculty or staff member shall notify appropriate supervisors and the President (or his or her designee) of the nature of the employment and the expected commitment of time.***

***2. Prior to accepting an extra assignment, the faculty or staff member must have the approval of the institution's President.***

*3. The President or designee may approve outside service and extra service only for efforts that:*

*Are performed entirely outside of, and in addition to, normal working assignments and responsibilities*

*Do not interfere with assigned duties and responsibilities or with regular institutional Operations*

*Are consistent with Tennessee Board of Regents policies and guidelines and with state law. (1) TCA 49-5-410 **limits full-time faculty members to teaching no more than two credit courses [not to exceed 6 semester hours] per semester for extra pay in an institution of higher education.** (2) TCA 49-5-410 also limits faculty to 15 clock hours per week, or 400 clock hours per nine-month period, for extra pay.*

*Do not constitute a conflict of interest or compete with the institution's education, research, or public service programs*

*Require only a reasonable time commitment from the employee*

*Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with the employment*