



Policy Title Non-Exempt and Exempt Employees Working Additional Jobs	Effective Date 9/11/2006	Policy Number HR-131
Responsible College Division/Department Human Resources	Responsible College Manager Title Vice President of Administration	
Policy Statement		
<p>The College may enlist the services of current employees to teach or perform other duties that may cause the employee to work an additional job at Lakeshore Technical College (LTC). This may occur when the college is unable to fill a job under unique or difficult circumstances. We encourage employees to use this opportunity:</p> <ul style="list-style-type: none"> ▪ to enhance their professional development ▪ to relate their knowledge and skills to students ▪ for potential growth opportunity <p>An employee working an additional job must use an appropriate leave (vacation, compensatory, non-scheduled or without pay).</p> <p>Full-time support staff need to complete the Working Concurrent Jobs Approval form, which should then be routed to their manager for consideration of approval.</p>		
Reason for Policy		
Employees working additional jobs may assist with meeting the needs of the college and allow for individual growth opportunities.		
Cross References and Legal Review		
<p>Created/Adopted: 09/11/06 Reviewed/Revised: 12/10/20 Legal Reference: Cross Reference: Support & Management Staff Employees Working Concurrent Jobs Procedure Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits</p>		
Definitions		