

F.01 Outside Employment or Work Activities

Human Resources

Nunavut Arctic College

Nunavut Arctic College Outside Employment or Work Activities

POLICY

Employment, outside of College employment, will be in concert with the values and aims of the College, and shall be free of conflict with the employee's regular duties.

PROCEDURE

1. As a condition of employment for full-time employees, it is required that the prime concern must always be the fulfillment of employment obligations with the College. Accordingly, any outside activity with or without pay should always be conducted without any encroachment upon, or conflict with the employee's time, responsibilities, commitments or duties in connection with the position at the College. College employees are on the other hand encouraged to participate in outside activities which are complementary to their position, personal development or own interest, so long as these activities do not conflict with their obligation to the College.
2. As per the GN Human Resource Manual, before engaging in any business of employment outside the College, employees must obtain their supervisor's approval in writing.
3. If there is doubt on the part of the supervisor in determining whether or not the outside employment will interfere with College duties, the supervisor shall bring the matter to the attention of the appropriate Dean or designate for resolution.
4. Recourse in such matters shall be directed to the Dean. If he/she is of the opinion that conflict of interest may exist, the employee must be notified in writing, giving reasons for withholding permission.
5. To appeal any decision, refer to Policy F.02 Staff Appeal - Policy.