



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**POLICY: Secondary Employment Outside State Government  
Number: 5.2.11**

Responsibility: Human Resources  
Last Updated: February 21, 2023  
State Policy/Law: SBTCE Policy 8-7-101 Secondary Employment Outside State Government

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Commission Chair

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President

**DISCLAIMER:** PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM OR THE TECHNICAL COLLEGE OF THE LOWCOUNTRY. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM AND THE TECHNICAL COLLEGE OF THE LOWCOUNTRY RESERVE THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Technical College of the Lowcountry full time permanent employees are employed with the understanding that their primary employment is to the College. Acceptance of additional employment, including self-employment, must be approved by the College President or his/her designee.

The College President reserves the right to withdraw approval for any secondary employment if the efficiency, effectiveness, or productivity of the employee deteriorates or if supplementary employment is determined to be a conflict of interest. Acceptance of secondary employment without proper prior approval will be grounds for disciplinary action, up to and including termination of College employment. It is the responsibility of the employee to notify their immediate supervisor and Human Resources of their intent to accept any secondary employment.

Secondary employment must be resubmitted annually for approval. The following will be considered in the secondary employment approval process:

1. Additional employment will not interfere with the employee's full-time assignment.
2. Additional employment could not be reasonably construed as a conflict of interest.

Procedures:

5.2.11.1 Secondary Employment Outside State Government (SBTCE 8-7-101.1)