I. General Terms and Conditions

Orangeburg-Calhoun Technical College (Octech) defines secondary employment as any work performed for compensation by a full-time equivalent (FTE) employee outside his/her regular job duties and responsibilities and outside of regularly scheduled work hours. FTE OCtech employees may accept secondary employment provided

(1) the secondary work does not interfere with the primary work at OCtech;
(2) the secondary assignment is approved in advance by all required authorities;
(3) there is no conflict of interest between primary and secondary work; and
(4) total compensation for secondary state employment in any state fiscal year does not exceed thirty percent (30%) of the employee's annualized salary.

FTE employees of other state agencies may accept secondary employment with OCtech, provided that all four (4) conditions as set forth above are met. Acceptance without proper prior approval of work assignment and/or remuneration that is found to be a conflict of interest will be grounds for disciplinary action, up to and including termination of OCtech employment.
II. Secondary Non-State Employment and Self-Employment of OCtech Employees

Any OCtech employee who desires to engage in secondary employment with a non-state entity or self-employment, should complete an OCtech Request for Secondary Non-State and Self-Employment form. The employee should discuss the secondary work with the supervisor, and then secure the signatures of the supervisor or dean. The form should be sent to Human Resources for review/verification. Human Resources will forward the form to the President for approval. On-going secondary non-state requests will be considered on a calendar year basis, with renewal requests required each January. Engaging in secondary non-state employment and/or self-employment without proper prior approval may be grounds for disciplinary action up to and including termination of OCtech employment.

III. Secondary State/Dual Employment

When an OCtech employee cannot be released from the primary assignment during the normally scheduled work day or the secondary service must be performed outside of the employee’s normal work schedule, the employee may be considered for secondary state/dual employment and compensation within the provisions of this procedure.

1. Requests for secondary employment services by any state agency shall apply to only one (1) specific secondary employment situation. Modifications to, or extensions of, approved requests must be submitted to the primary employer for approval prior to payment by the secondary agency.

2. Secondary employment arrangements with any state agency shall not exceed a 180-day period.

3. Secondary employment with a state agency shall not be used to provide a higher continuing salary than those approved by the Division of State Human Resources (DSHR).

4. Travel and subsistence paid to a FTE employee by OCtech or another secondary state agency shall be in compliance with the provisions of the Annual Appropriations Act and any regulations promulgated by the Department of Administration or the Comptroller General's Office.

5. FTE employees serving on South Carolina state boards, commissions or committees for whom per diem allowance is to be awarded, are not eligible to receive such per diem allowance.
6. The requesting agency will manage, communicate, and coordinate secondary employment arrangements.

IV. Secondary State/Dual Employment Approvals

a. Secondary Employment of OCtech Employees by OCtech

   The employee should discuss the secondary work with his/her supervisor prior to submitting a request for secondary state/dual employment to ensure there is no conflict. The requesting department completes Section I of OCtech Request for Secondary State/Dual Employment form secures signature from the supervisor and/or Dean, and sends the form to Human Resources for completion of Section II including certification that this and other fiscal year earnings approved for secondary state/dual employment do not total more than thirty percent (30%) of the employee's annualized salary. Human Resources will then forward the form to the President for approval. This procedure shall also be followed for compensation of faculty overload in accordance with OCtech Procedure 8.001.01, Faculty Workload, Overload, Administrative Supplement.

b. Secondary Employment of Employees of Other State Agencies by OCtech

   The requesting department shall complete Section I of OCtech Request for Secondary State/Dual Employment form including required signatures, and sends the form to Human Resources. OCtech Human Resources will send the form to the Human Resources Office of the employee's primary agency for completion of the primary employment information in Section II and signature of the individual(s) authorized to approve secondary employment requests. The form must be returned to OCtech's Human Resources before payment can be issued. After the form is received from the primary agency, OCtech's Human Resources will forward the form to the President for approval.

c. Secondary Employment of OCtech Employees by Another State Agency

   The requesting agency will initiate its own form for secondary state/dual employment which must have the concurrence of the OCtech employee's supervisor, Dean and President before the secondary work begins. These forms should be addressed to OCtech Human Resources for completion of primary employment information, certification that this and other fiscal year earnings for secondary state/dual employment do not total more than thirty percent (30%) of the employee's annualized salary, and verification of concurrences by the employee's
The President's signature (or designee) shall signify approval of the secondary state/dual employment. As a general guideline, the requesting employee should allow at least 10 working days for OCtech's approval process to be fully completed.

V. Secondary State/Dual Employment Compensation

a. The rate of compensation will be based on the appropriate salary range for the services to be performed and the employee's relevant qualifications.

b. Compensation for secondary state/dual employment services to OCtech will be paid as services are provided, beginning on the regular monthly payroll following approval of the secondary employment. Should the approval form not be received by Human Resources in time to be included on the first month's check, retroactive compensation will be paid on the next month's payroll. Compensation for services provided to another state agency by an OCtech employee will be paid directly by that agency.

c. Payment of secondary state/dual employment compensation will be made in a timely manner. The requesting state agency is required to make payment of funds approved for and earned under secondary state/dual employment within 45 days of the beginning of the employment.

d. No employee can receive additional compensation for services performed for another state agency during normally scheduled hours of work (including mealtimes and breaks) unless the employee takes annual leave or leave without pay. Further, an employee's work schedule shall not be altered to allow time for secondary employment duties.

e. An employee may take annual leave while providing services for a secondary state employer other than the State Board for Technical And Comprehensive Education (SBTCE) during his/her normal working hours and may receive secondary employment compensation from the employer for services performed during the period of leave. No employee of SBTCE, including OCtech or any of the other 15 technical colleges, may receive additional compensation for secondary employment within the SBTCE system while in any leave with pay status, including annual leave, faculty non-work days, state and/or college holidays and compensatory leave. However, such work may be performed outside of regularly scheduled work hours for additional compensation, provided the conditions set forth in Paragraph "F." below are met.
f. Services performed outside of an OCtech employee's normally scheduled hours of work for OCtech may be considered for secondary employment compensation if the duties are independent of and in addition to the duties and overall responsibilities of the employee's primary position. However, assignment of such additional services to an employee shall only be considered when the duties cannot be performed by this or another employee during the normal work schedule, suitable temporary employment cannot be arranged and the services to be performed are to be considered temporary.

g. OCtech reserves the right to disapprove any secondary state employment request to utilize the services of a Non-Exempt employee that would have the effect of creating an overtime situation.

h. No FTE employee will be eligible for any additional fringe benefits as a result of the secondary employment, including annual leave, sick leave, military leave, insurance, holidays, etc. However, compensation for secondary employment services will be subject to such tax and retirement deductions as the current law may stipulate.