

administration • reference memo

- keywords:
- **BOARD POLICY**
 - **EMPLOYMENT OUTSIDE CAPILANO COLLEGE**
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Subject to the terms of the relevant Collective Agreement, the terms of appointment do not specifically prohibit full-time employees from engaging in any of a variety of outside activities, including those with remuneration. However, the first responsibility of a full-time employee is to the College. Therefore, activities which may conflict in time and interest should be undertaken only with the appropriate Administrator's prior knowledge and consent. If there is any evidence that outside activities are interfering with the employees' College responsibilities and his/her professional growth, the employee may be required to curtail or terminate the outside activities.

Adopted by Capilano College Board.