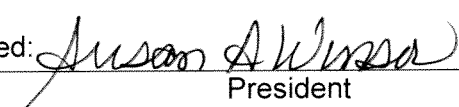



**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title: SECONDARY EMPLOYMENT	Policy Number: 3-3-103
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy: 8-2-100	
Associated ATC Procedure: 3-3-103.1	

Approved:  President  Commission Chairperson

Date Adopted: **07/01/2004**
Date Revised: **02/11/2008**

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 AGENCY.

It is the policy of Aiken Technical College that when it becomes necessary to employ a permanent employee from another State agency, State College, University, or a permanent employee from the S.C. Technical College System to provide secondary services independent of and additional to the employee's primary duties and responsibilities, the employment will be considered secondary or dual state employment.

Dual employment will be approved by the State Board for Technical and Comprehensive Education prior to performing the dual duties and responsibilities.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		