

## Off-Campus Employment Policy

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As a New York State employee, there are restrictions on how much outside work may be performed and limitations on conducting outside business while employed.

- ✓ Intra-campus mail system may not be used to promote personal business.
- ✓ Personal business may not be conducted during your working hours (e.g., selling materials, in person or on the phone, or via personal cellular phone).
- ✓ Performing extra service work for another state agency requires the permission of the College President. Earnings are limited to a maximum of 20% of annual salary for extra service with another State agency. (The required forms for extra service are available in the Office of Human Resources.)
- ✓ Employment that interferes with ability to complete professional obligation is prohibited.