COLLEGE of CHARLESTON

OFFICIAL POLICY

9.1.15	Outside Business Disclosure Policy	11/13/2026

Policy Statement

The College of Charleston is committed to complying with applicable state law regarding the disclosure of businesses with which an employee is associated. Employees who are associated with a business, as defined in this policy, shall disclose that information through the College's designated electronic reporting system.

Nothing in this policy prohibits employees from engaging in outside business activities except as otherwise restricted by state law or College policy. This policy does not apply to authorized dual employment with another South Carolina state agency, which is governed by the College's Dual Employment Policy and related approval and reporting requirements.

Policy Manager and Responsible Department or Office

Vice President of Human Resources; Internal Auditor

Policy

I. Purpose

The purpose of this policy is to:

- Comply with South Carolina Code of Laws Section 59-101-700;
- Establish a process for employees to disclose businesses with which they are associated;

and

- Ensure the secure collection and maintenance of disclosure information.

II. Scope

This policy applies to all College of Charleston employees employed on a full-time, part-time, temporary, or contractual basis who are associated with a business as defined in this policy.

This policy does not apply to student employees whose employment is incidental to their enrollment at the College.

III. Definitions

Business with which an Employee Is Associated

Consistent with South Carolina Code Section 59-101-700, a **business with which an employee is associated** means any business, trade, profession, membership, appointment, elected position, or other commercial activity conducted for compensation by an employee other than the employee's official duties with the College. This includes, but is not limited to, any self-employment or work/services done for compensation other than your duties with the College of Charleston.

Employee

Any individual employed by the College of Charleston on a full-time, part-time, temporary, or contractual basis, excluding student employees.

Reporting System

The secure electronic system designated by the College to collect and maintain disclosures submitted pursuant to this policy.

IV. Disclosure Requirements

On or before **December 15** of each calendar year, an employee who is associated with a business shall submit a disclosure through the College's designated electronic reporting system.

The disclosure shall include:

1. The name of the business; and
2. A general description of the type of work or services performed for the business.

This disclosure requirement is in addition to any other reporting or authorization requirements regarding outside employment outlined in other College policies or procedures or in state law. However, disclosure under this policy is not required for employment with another South Carolina state agency that has been approved through the College's Dual Employment Policy and applicable state dual employment procedures and reporting requirements.

V. Confidentiality

The College shall maintain a secure electronic reporting system designed to protect the confidentiality and security of submitted disclosures. Information collected pursuant to this policy shall be maintained and used in accordance with applicable law and the College's records retention requirements.

VI. Noncompliance

Failure to comply with the disclosure requirements of this policy will result in corrective or disciplinary action in accordance with applicable College policies and state law.

VII. Review

This policy shall be reviewed periodically by Human Resources and revised as necessary to ensure continued compliance with applicable law.

Departments/Offices Affected by the Policy

All departments and offices at the College of Charleston are affected by this policy.

Procedures Related to the Policy

Human Resources shall administer this policy and establish procedures necessary to implement its requirements, including the operation of the electronic reporting system and administration of the annual disclosure process. Internal Audit will assist with reviewing reports.

Related Policies, Documents or Forms

Ethics Policy 9.1.9
Faculty Administration Manual (7.1.10 - Policy on Outside Employment for Faculty)
Dual Employment Policy 9.1.5
Code of Conduct and Disciplinary Actions Policy 9.1.2

Issue Date: 11/13/2026 **Date of Policy Revision:**	**Next Review Date: 11/13/2031**

POLICY APPROVAL
(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number:

President or
Chairman, Board of Trustees  Date: 11.12.26