

**The college shall establish procedures to ensure that the external activities of employees do not interfere with the performance of college duties and responsibilities (ARS 15-1445).**

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External Payments to College Employees

An employee may be granted leave to participate in a professional, patriotic, or civic duty without loss of salary. If, as in temporary military service or jury duty, compensation is received for these outside services which is less than that earned normally, the salary paid by the district will be the difference between the amount received and the regular salary, or the employee may turn over to the district remuneration received for the approved outside services.

Stipend for College-Approved Activity

When staff members are absent from the college to engage in a college-approved activity for which they receives a stipend, they will either remit the stipend to the district or a pay deduction will be made for the period of absence.

Honorarium

Whenever tasks are performed in accordance with the customary and usual responsibilities of the employee's job specifications, the employee is not permitted to accept an honorarium. College personnel are permitted to accept an honorarium for performance of specialized tasks for which they are uniquely qualified and which are performed during their personal time. Honoraria are not a condition of or an expectation of regular employment at Mohave Community College. Written approval from the college President must be received by the employee before an honorarium may be accepted.

Unapproved Absence of Employees

Unapproved absence for personal reasons will result in loss of salary. Such absences include holidays other than those on the school calendar. Should employees be required involuntarily to appear in court and be reimbursed for such appearances, their pay for time missed will be the difference between their salaries and the compensation received.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*