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## 2.3 Duties Owed to the College

Saint Mary's College of California

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### **2.3 Duties Owed to the College**

Employees are expected to devote their working hours exclusively to job-related duties assigned or supported by their supervisor, that contribute to the goals and objectives of Saint Mary's College. During working hours, employees may not engage in other employment or activities, including but not limited to personal business, another employee's personal business, non-professionally-related volunteer work, teaching, consulting or any other activity which might interfere with the performance of the employee's regular duties without first obtaining written permission from the Assistant Vice President of Human Resources or designee, who will consult with the employee's supervisor(s), which may include the appropriate area Vice President, Provost or the President. The employee's failure to obtain this permission, at least annually, may be cause for disciplinary action, up to and including termination.