

Outside Employment Policy



With different work arrangements like part-time employment, compressed workweeks and job sharing it's not uncommon for an employee to work for more than one organization at the same time. Organizations need to protect their best interests when employees have more than one employer. To ensure employee expectations are clear they should be outlined in a written policy clearly.

Most organizations will not prohibit employees from obtaining outside employment under the following conditions:

- It does not affect their ability to work for the current organization
- They are not working for a competitor or placing themselves in a position that would result in a conflict of interest
- It is approved by the appropriate authority, i.e. the executive director