Outside Employment Policy



- As a general rule, employees may not obtain outside employment that creates interference with their primary job or that creates a conflict of interest.
- Secondary jobs are permissible only if the employee can continue to perform their normal duties and work requirements within the regularly scheduled workweek. Work assignments and schedules will not be modified to allow the employee to perform duties or services that are not related to [Organization Name].
- [Organization Name] has no objection to an employee holding outside employment so long as they can meet the performance standards of their job with [Organization Name].
- Unless otherwise agreed to, employment with [Organization Name] is deemed to be full time. [Organization Name] recognizes that an employee may be justified under certain circumstances to accept casual outside employment to be performed after working hours if no conflict with [Organization Name's] interest is involved.
- Employees shall not engage in or accept any activity, business, or employment during or after working hours that could be considered in conflict with [Organization Name's] interests or diminish the ability of the employee to render to the company the full, loyal and undivided service which is contemplated in his or her employment by [Organization Name].
- Should an employee wish to obtain outside employment, it should be discussed with the employee's supervisor/manager prior to accepting the job.
- Any questions related to the content of this policy or its interpretation should be directed to [insert job title].