

Outside Work – Sample Policy

Although it is discouraged, employees of NONPROFIT may hold outside jobs as long as they also continue to meet all performance standards of their position with NONPROFIT. All employees will be expected to meet NONPROFIT's performance expectations and scheduling requirements, regardless of outside work obligations. All outside work should occur while the employee is not working for NONPROFIT – either before or after, but not during the primary work day. This includes business calls about the outside work, which should be conducted on the employee's own time.

If NONPROFIT determines that an employee's outside work interferes with performance or the ability to meet the job requirements of NONPROFIT, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by NONPROFIT.

Employees who are engaged in outside employment must notify the Executive Director in writing of the name of the employer and the nature of the work. If this work is deemed by NONPROFIT to create a conflict with NONPROFIT's best interests, the employee will be notified of the conflict in writing. In this case, the employee will cease this outside employment or address the conflict of interest to the satisfaction of NONPROFIT, or the employee will be terminated from employment with NONPROFIT.