

Warren-Newport Public Library District **Staff Manual**

110 Outside Employment

Effective Date: 07/12/2006

Review/Revision Date: 03/15/2016; 04/19/2022

An employee may hold an outside job or jobs as long as the employee meets the performance standards of their job with the Warren-Newport Public Library District (WNPLD). All employees will be judged by the same performance standards and will be subject to WNPLD's scheduling demands, regardless of any existing outside work requirements.

If WNPLD determines that an employee's outside work interferes with performance or with the ability to meet WNPLD's requirements as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with WNPLD.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside WNPLD for materials produced or services rendered while performing their jobs with WNPLD.