



Policy HR 3.7
Secondary Employment
Adopted by the Library Board of Trustees: 01/24/2013

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties in NOLS service and that will not adversely affect the performance of the employee while at NOLS.

A full-time or regular part time employee who is employed by another employer in addition to NOLS is required to notify his/her supervisor and the Library Director of such employment if it may be inconsistent, incompatible, or in conflict with this Policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict of interest. Failure to report possible conflicting employment may be grounds for disciplinary action.

I. Administration

The Library Director is responsible for administering this policy.