



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Conduct
Section Number: 7.3
Section Name: Outside Employment
Last Revised:

- A. Outside employment is allowed when the following provisions are met:
1. The interests of the second employer do not conflict with those of the Library;
 2. The second job does not have a negative impact on the employee's job performance; and,
 3. Employment with the Library is the employee's primary job and time conflicts are resolved in favor of the Library.
- B. When an employee's supervisor has reason to believe the demands of a second job are having a negative impact upon the employee's performance or availability, the employee will be counseled. If the situation is not resolved, appropriate disciplinary action may result.