

# Claverack Free Library

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## Outside Employment Policy

Approved: February 2018

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Library. All employees will be judged by the same performance standards and will be subject to the Library's scheduling demands, regardless of any existing outside work requirements.

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

The Library Director must have prior Board approval before accepting outside employment.

Outside employment will present a conflict of interest if it has an adverse impact on the Library.