

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Outside Employment

**POLICY NUMBER:** 3240

**3240.1** California law gives employees protection against discrimination by employers for lawful activities outside of work (including moonlighting) and the Library District seeks to fully comply with such law.

**3240.2** The Library District does not seek to interfere with the off-duty and personal conduct of its employees, but nonetheless has determined that there are certain types of off-duty conduct which may interfere with the Library District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Library District's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Library District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

**3240.3** While employed by the Library District, employees are expected to devote their energies to their jobs. The following types of employment elsewhere are strictly prohibited:

**3240.3.1** Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the Library District.

**3240.3.2** Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Library District.

**3240.3.3** Additional employment that impairs or has a detrimental effect on the employee's work performance with the Library District.

**3240.3.4** Additional employment that requires the employee to conduct work or related activities on the Library District's property during the employee's working hours or using District facilities and/or equipment.

**3240.3.5** Additional employment that requires the employee to use Library District facilities and/or equipment.

**3240.3.6** Additional employment that directly or indirectly competes with the business or the interests of the Library District.

**3240.4** Employees who wish to engage in additional employment that may create a real or apparent conflict of interest, or otherwise satisfies any of the criteria listed in § 3240.3, must submit a written request to the District Librarian explaining the details of the additional

employment.

- 3240.4.1** If the additional employment is authorized, the Library District assumes no liability or responsibility for such employment.
- 3240.4.2** The Library District will not provide any benefits with regard to additional employment nor will it provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.
- 3240.4.3** Authorization to engage in additional employment can be revoked at any time.

Adopted 02/27/2006