



RUTGERS POLICY

Section: 60.3.2

Section Title: HR/Non-Academic Employees

Policy Name: Outside Work for Non-Academic Employees

Formerly Book: 3.6.1

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: Office of University Human Resources

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Policy:

60.3.2 OUTSIDE WORK FOR NON-ACADEMIC EMPLOYEES

The University does not object to an employee's acceptance of work outside of his/her normal working hours. If the demands of the second job, however, cause undue fatigue or otherwise adversely affect an employee's efficiency, or present a conflict of interest, he/she will be asked to make a choice between the two jobs.

Rutgers is proud to have its employees take an active part in community and civic affairs. The acceptance of responsibility with religious, service, and similar organizations represents good citizenship and public service. However, these activities should not interfere with regular duties during the work day.