



## 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 Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** Office of University Human Resources

**Originally Issued:** 1/73

**Revisions:** 12/91, 8/2/06 (Updated titles), 2/6/2014

**Errors or changes Contact:** [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
Specifies University's position on Non-academic employees' acceptance of jobs/activities outside of his/her University-related duties and responsibilities and related work hours.
2. **Reason for Policy**  
Provide guidelines for accepting outside work for non-academic employees.
3. **Who Should Read This Policy**  
This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.
4. **Related Documents**  
None.
5. **Contacts**  
University Human Resources  
Office of Labor Relations 848-932-3020
6. **The 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.