

UNIVERSITY POLICY

<u>Policy Name:</u>	Outside Work for Non-Academic Employees				
<u>Section #:</u>	60.3.2	<u>Section Title:</u>	Human Resources (HR): Non-Academic Employees	<u>Formerly Book:</u>	3.6.1
<u>Approval Authority:</u>	Senior Vice President for Human Resources and Organizational Effectiveness		<u>Adopted:</u>	01/1973	<u>Reviewed:</u> 02/11/2020
<u>Responsible Executive:</u>	Senior Vice President for Human Resources and Organizational Effectiveness		<u>Revised:</u>	12/1991, 08/02/2006 (Updated titles), 02/06/2014, 02/11/2020	
<u>Responsible Office:</u>	University Human Resources		<u>Contact:</u>	policies@hr.rutgers.edu	

RUTGERS POLICY

Section: ~~60.3.2~~

Section Title: ~~HR/Non-Academic Employees~~

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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~~

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

To Provide guidelines for accepting outside work for non-academic employees.

3. Who Should Read This Policy

This policy is applicable only to employees in legacy Rutgers positions. A legacy Rutgers position is a position which, historically, was associated with the Rutgers University before June

~~All regulations and procedures are subject to amendment.~~

~~Page 1 of 2~~

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

Page 1 of 2

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 University of Medicine and Dentistry of New Jersey (UMDNJ) positions. In this regard, individuals employed in legacy Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. **Resources Related Documents**

None.

5. **Definitions Contacts**

~~University Human Resources
Office of Labor Relations 848-932-3020~~N/A

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.