
Policy 703: Outside Employment (Moonlighting)

Related Policies

Adopted: November 21, 2019

Amended

I. Introduction

The Board of Directors at Central Penn College understands that employees of the College may seek to augment their income by working a second job. However, the Board must also keep the College's best interest in mind and has adopted the following policy.

II. Purpose:

This Board Policy codifies the College's current Outside Employment (Moonlighting) practice and procedure located in the Employee Handbook. The College's Outside Employment (Moonlighting) practices and procedures remain in effect, uninterrupted.

III. Definitions

Moonlighting: having a second job in addition to one's regular full-time employment.

IV. Policy

We depend on our employees to devote their full attention and effort to the duties to which they have been assigned.

Employees are required to disclose, in writing, the nature of any outside employment to their immediate supervisor. Outside employment should not take precedence over a full-time position nor should it be in direct competition with the College and its services. Non-compensated jobs on behalf of charitable, civic, and educational organizations are excluded from this disclosure requirement to the extent such positions do not create a conflict of interest. The intent is not to prohibit all outside employment, but to ensure the College is receiving the full benefit of our employees' talents and attention to job duties.

Under no circumstances will approval be given for employment at another institution of higher education.

The College recognizes the right of its employees to use their skills and knowledge to augment their income outside of regular working hours. However, employee rights in this area must be balanced against the College's need for full productivity during regular working hours.

Therefore, outside employment will not be considered as an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should outside employment cause or



contribute to any of these situations or similar problems, it could be cause for discipline, up to and including termination.

V. Effective Date:

Immediately