

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 511 – Outside Employment

1. Policies

- a. Employees may hold outside jobs, to include self-employment and work performed for another PFC employee, as long as they meet the performance standards of their job with the Partnership for Children of Cumberland County, Inc. (PFC).
- b. All employees will be judged by the same performance standards and will be subject to PFC's scheduling demands, regardless of any existing outside work requirements.
- c. New employees must submit an *Outside Employment Memorandum* as part of their orientation with the Human Resources Manager.
- d. Once employed by PFC, employees wishing to engage in any outside employment must submit an *Outside Employment Memorandum* for review, **prior to** beginning the outside employment
- e. The President will review the memorandum and provide the employee with a written response within five (5) business days.
- f. If the President determines that an employee's outside work interferes with performance or the ability to meet the requirements of PFC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PFC.
- g. When an employee discontinues their outside employment; the employee will notify their supervisor and the Human Resource Coordinator of the status change by email or memo.
- h. Outside employment that constitutes a conflict of interest is prohibited.
- i. Employees may not receive any income or material gain from individuals outside PFC for materials produced or services rendered while performing their jobs at PFC.
- j. No outside employment activity may be performed at the Partnership and the use of Partnership equipment, supplies and/or materials for outside employment is prohibited.
- k. PFC employees who employ another PFC employee to perform work outside of that performed for PFC must notify the President or Chief Operating Officer via memorandum or email, prior to the start of the employment.
- l. Failure to comply with these policies may result in disciplinary action, up to and including termination as provided for in Section 502.