

**Effective Date:** November 2020  
**Previous Version:** None  
**Policy Owner:** Chief Human Resources Officer  
**Approved by:** President  
**Approval Date:** 11/1/2020

## **OUTSIDE EMPLOYMENT (MOONLIGHTING)**

NewU recognizes that some employees may need or want to hold additional jobs outside their employment with the University. Employees of NewU are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

### **Procedures**

NewU applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- a. Work-related activities and conduct away from NewU must not compete with, conflict with or compromise the NewU's interests or adversely affect job performance and the ability to fulfill all responsibilities to NewU. Employees are prohibited from performing any services for customers of NewU that are normally performed by NewU. This prohibition also extends to the unauthorized use of any university tools or equipment and the unauthorized use or application of any confidential information. In addition, employees may not solicit or conduct any outside business during work time.
- b. NewU employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at NewU, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- c. Employees may not use paid sick leave to perform work for another employer.

- d. If an employee's outside employment presents a conflict of interest with NewU, or if such outside employment has any potential for negative impact on NewU, the employee will be asked to terminate the outside employment.
- e. Fraudulent use of company sick leave or an employee's refusal to comply with NewU's reasonable request to terminate outside employment may result in immediate termination of employment with NewU.

**[End]**