

**Town Of Old Saybrook
Outside Employment Policy
Adopted by Board of Selectmen: April 8, 2014**

The Town of Old Saybrook generally views the off-duty activities of its employees to be their own personal business. However, certain types of off-duty activities by employees have the potential to conflict with any employee's work or with the Organization's business interests. Accordingly, the Town has established the following guidelines to cover outside employment.

Conditions for Engaging in Outside Employment

Employees may perform work for another organization (or be self-employed) so long as the following conditions are met:

- The employee notifies his or her supervisor of the nature of the outside employment.
- The outside employment does not interfere or conflict with the employee's job duties, or work schedule, including any required overtime work.
- The employment does not create a conflict of interest with the Town's business.
- If there is any change in outside employment, including the employer, the type of work performed, work schedule, or location, the employee must submit a new request.
- An employee may not work at any outside job if he or she is on an approved unpaid leave of absence or out of work due to a personal illness or injury.

Role Of Supervisors

Supervisors must ensure that employees perform their jobs as expected. A supervisor must ensure that any outside employment does not interfere with the employee's job with the Town.

Workers' Compensation Injury

An employee who sustains an injury or illness due to his or her outside employment will:

- Notify his or her supervisor and request a leave of absence for any period of incapacity because of such injury or illness.
- Not be entitled to workers' compensation benefits from the Town as a result of such injury or illness.
- Not receive credit for paid leave or other employment benefits during the period of absence due to such injury or illness.

Resolution of Outside Employment Conflicts

If, at any time, the employee's outside employment conflicts with the employee's performance of his or her job with the Town, or is in conflict with the Town's organizational interests, the employee will be required to eliminate the conflict or discontinue the outside employment if he or she wishes to remain employed with the Town.