

PER23: Outside Employment

Employees are allowed to hold outside employment as long as it does not negatively impact their Library responsibilities, including but not limited to, a decline in job performance, inability to maintain regular work hours, conflicts of interest, or unauthorized use of Library resources. Performance issues related to outside employment will be addressed through the Library's standard performance management process. Employees are prohibited from engaging in outside employment activities while on the job or using Library time, supplies, or equipment in the outside employment activities. The Library Director may request employees to restrict outside employment if the quality of Library work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Library must submit a written notice of these outside interests to the Library Director.

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Muscogee County Library Board: Revised and adopted: August 11, 2025

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