

NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF

When a person is hired on a regular, full-time basis, the board considers that it has given that person full-time employment. It shall, therefore, expect all employees to give the responsibilities of their positions in the district precedence over any type of outside part-time work.

The outside work done by a staff member is of concern to the board insofar as it may:

1. Prevent the employee from performing his responsibilities in an effective manner.
2. Be prejudicial to his effectiveness in the position; or might compromise or embarrass the school district.
3. Raise a question of conflict of interest -- for example, where the employee's position in the district gives him access to information or another advantage useful to the outside employer.

Therefore, an employee will not perform any duties related to an outside job during his regular working hours or during the additional time that he needs to fulfill the responsibilities of the position; nor will an employee use any district facilities, equipment, materials or proprietary information in performing outside work.

A supervisor who observes that an employee's outside work activities are adversely affecting his job performance should advise the employee to resolve the situation. If it cannot be resolved to mutual satisfaction, then the supervisor shall make a report to the superintendent.

The superintendent will oversee the carrying out of the policy, advise the board of any policy abuse, request any policy exceptions, and notify the board of any need for policy change.

ADOPTION: August 1991