

## **Nonschool Employment and Volunteer Work**

When a person is hired on a regular, full-time basis, the board of trustees considers that it has given him/her full-time employment. Therefore, it will expect all employees to give the responsibilities of their district positions precedence over any types of outside work or volunteer work.

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

- Prevent the employee from performing his/her school responsibilities in an effective manner.
- Prejudice his/her effectiveness in his/her position; or might compromise or embarrass the school system.
- 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.

On the other hand, some types of outside professional assignments requested of and undertaken by a staff member, such as consultative work, college teaching, professional writing, etc., reflect upon the school system and may contribute to the staff member's professional growth.

Therefore, the policy of this board on the outside employment of its staff members will be as follows:

- An employee will not perform any duties related to an outside job or volunteer work during his/her regular working hours or during the additional time that he/she needs to fulfill the responsibilities of the position.
- An employee will not use any district facilities, equipment, or materials in performing outside work.
- When the proposed work reflects credit on the professional abilities of district personnel and/or would contribute to their professional growth, certain exceptions may be made to the first two statements of this paragraph, provided this has the approval of the superintendent.
- It is recommended that an employee confer with his/her immediate supervisor before accepting any outside employment and discuss the prospective job in relation to the three points listed above.

The superintendent will seek to establish agreements with other school districts and educational and government agencies so that these organizations will seek the approval of this district before offering any of its employees consultative or other part-time work. To set an example, this district will not engage for such work an employee of such agency without the prior approval of that agency.

**Tutoring**

Tutoring of students assigned to a teacher's class for remuneration shall only occur with approval of the superintendent and the school board.

**Adopted:** September 26, 1996

**Reviewed:** August 30, 2006