

NON-SCHOOL EMPLOYMENT BY A STAFF MEMBER

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

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

1. Prevent the employee from performing his/her responsibilities in an effective manner;
2. Might compromise or adversely reflect on the school district;
3. Raise a question of conflict of interest – for example, where the employee’s position in the school district gives him/her access to information or another advantage useful to an outside employer.

It is the school board policy that no teacher may receive pay for private tutoring from a parent and/or guardian for one of his/her own pupils during the school year. Teachers are prohibited from using school property for the purposes of soliciting tutoring.

An employee will not perform any duties related to an outside job 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 school district facilities, equipment, or materials in performing outside work.

A building administrator who observes that an employee’s outside work activities are compromising the school district or raising a question of a conflict of interest, will advise the employee and superintendent, in writing. If this matter is not resolved to mutual satisfaction, the building administrator will meet and confer with the superintendent of schools.

When an issue of non-school employment arises that has not been resolved, the superintendent will inform the employee in writing. This notification will be placed in the employee’s file and may result in disciplinary action up to and including termination of employment.

Adopted 2001
Revised 2016

