

## **NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS**

When a person is hired on a regular, full-time basis, the Board considers that it has given him/her full-time employment. It expects employees to give the responsibilities of their positions in the District precedence over any type of outside part-time work.

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; nor will an employee use any District facilities, equipment, or materials in performing outside work.

Each staff member is expected to restrict his/her outside work to his/her non-District paid hours.

A Supervisor who observes that an employee's outside work activities are adversely affecting his/her 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.

**Mrs. Connie Twombly, Chairperson**  
**Mrs. Peggy Richards**  
**Mr. Joseph Fleck**  
**Ms. Sarah Hayes**  
**Mrs. Desiree Tumas**

**Adopted by the Board: 4 April 2001**  
**Reaffirmed by the Board: 17 October 2002**