

Guidelines for Nonschool Employment

When a licensed or classified employee accepts other employment, a number of existing professional standards are implicated. The district offers these guidelines to promote compliance with professional standards and to permit outside employment that is consistent with the district's mission.

1. An employee may engage in employment, such as tutoring, to provide service or skills for an employer other than this school district provided the outside employment is consistent with professional standards. No such employment for which an employee receives a fee will be allowed in a school building on school time.
2. An employee cannot undertake outside employment that interferes with an employee's performance of employment for the district.
3. An employee cannot use or attempt to use the employee's position to obtain financial gain or avoid a financial detriment.
4. An employee cannot use or attempt to use a professional relationship with any student or student's family for financial gain.
5. An employee cannot use or attempt to use the school setting or school hours to promote, market, or solicit business, patrons, clients, students, or customers for the employee's outside employment.
6. An employee cannot use or attempt to use school resources, such as stationary, supplies, copying equipment, or telephones to promote, market, or solicit business, patrons, clients, students, or customers for the employee's outside employment.
7. An employee must regard any device, publication, syllabus, lesson plan, course materials, or other item developed during the employee's paid time to be district property. Employee shall not use such district materials or property as the substance, foundation, or means of providing outside services; except that the employee, a student, or others may incidentally refer to, address, teach to, or supplement such district materials or property.
8. An employee cannot accept employment, gifts, or gratuities from outside employers, students, or families of students that could influence the employee's judgment in the exercise of professional duties (e.g., grading, assignments, athletics, managing student opportunities).
9. An employee should avoid employment in which the employee is compensated or paid for private or outside tutoring of the same student whom the employee is currently evaluating, grading, teaching, or assisting in the same or comparable course or subject which the student is currently studying in school.

10. An employee cannot use educational records, such as student grades, or other confidential information gained through district employment in order to identify or solicit prospective clients or customers for outside employment.
11. An employee should notify promptly a building principal or other appropriate supervisor of any outside employment that may create a reasonable prospect of a conflict with these or other professional standards or may create the appearance of such a conflict to a reasonable person.