NON-SCHOOL EMPLOYMENT OF CERTIFIED STAFF

The Lake Forest Board of Education believes that persons employed on a regular basis are responsible for carrying out all assigned duties associated with their positions. Therefore, the Board expects employees to give the responsibilities of their positions precedence over any type of non-school work.

Any non-school work by an employee will not be a concern of the Lake Forest School District unless the employment:

- Prevents employees from performing District responsibilities effectively.
- Compromises or misrepresents the District.
- Raises a question of conflict of interest.
- Compromises an employee's scheduled work hours.

Employees are prohibited from using any District facilities, equipment, technology resources, or materials for purposes in support of their non-school employment without prior approval from Building Administration.

The title of policy GCR slightly differs from the recommendation made in NSBA's Policy Reference Manual. 'Certified' is used in lieu of 'Professional' in the title to match employee classification language used in the LFSD/LFEA Negotiated Agreement.

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