

4008
Outside Employment

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4 1. An employee's responsibilities to the district take precedence over
5 personal along with other prohibited activity during school hours.
6 Employees may not engage in other employment business activity
7 during assigned duty hours.
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- 9 2. Tutoring
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11 a. Teachers are expected to assist students who are having
12 learning problems as part of the teachers' employment. Such
13 assistance is expected both in the classroom and at other
14 times during the school day.
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16 b. A teacher shall not solicit a student or parent to retain the
17 teacher as a tutor and shall not act as a tutor for pay or other
18 remuneration for any student who is then enrolled in any class
19 taught by that teacher.
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21 c. In all other cases during the school year, a teacher may act as
22 a tutor for pay or other remuneration upon prior approval of
23 the building principal and superintendent or designee.
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- 25 3. Employees shall attend to personal matters outside their assigned
26 duty hours with the district whenever possible.
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- 28 4. Employees may conduct business on behalf of the district during
29 assigned duty hours, but at times that do not disrupt or interfere with
30 teaching responsibilities or student activities.
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- 32 5. Employees shall not misrepresent, either expressly or by implication,
33 that any activity, solicitation, or other endeavor is sponsored,
34 sanctioned, or endorsed by the district.
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- 36 6. In any written or verbal presentation by an employee that might be
37 perceived as being sanctioned, sponsored, or endorsed by the
38 district, other than district-related instruction or presentation to
39 district students or personnel, the employee shall communicate to
40 the audience or recipients that the views expressed are those of the
41 employee and not necessarily those of the district or board.
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- 43 7. Sale of goods or services by employees.

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- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
- b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
- c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
- d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.

- 8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
- 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
- 10. Staff may not exploit their professional relationships for personal gain.

Adopted on: September 11, 2007
Revised on: June 12, 2018
Reviewed on: July 10, 2012; December 8, 2015; June 12, 2018