

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

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

The outside work done by a staff member is of concern to the School Committee insofar as it may:

1. Prevent the employee from performing his responsibilities in an effective manner.
2. Be prejudicial to his effectiveness in the position; or might compromise or embarrass the District.
3. Raise a question of conflict of interest--for example, where the employee's position in the District gives him/her access to information or another advantage useful to the employer.

Therefore, an employee will not perform any duties related to an outside job during his 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.