

## **NONSCHOOL EMPLOYMENT OF SUPPORT STAFF**

*Code* **GDR** *Issued* **12/01**

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Purpose: To establish the basic structure for the nonschool employment of support staff.

The center employs all school personnel for a specific job in the center. The board expects each employee to carry out the duties of his/her position to the satisfaction of the director of schools, the principal and his/her supervisor. The board also recognizes that an individual may desire to improve himself/herself financially.

The center will allow support staff to receive compensation for outside activities as long as these activities do not interfere with the proper discharge of his/her assigned duties or do not cause poor public relations within the community. The board expects the employee to carry on any outside activity in a businesslike and ethical manner.

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

An employee who wants to hold a job in addition to that for which he/she is employed must submit a written request to the director. The director will have a conference with the employee to determine if such additional employment will interfere with the individual's assigned duties in the center. The director will send to the individual a written statement of approval or disapproval of such request. If an employee engages in other employment without the approval of the director, the director will consider the conduct as an act of gross insubordination and treat it accordingly.

Adopted 12/18/01