

**Lower Merion School District**

Policy No.: **357, 457, 557**  
Section: ADMINISTRATIVE EMPLOYEES  
PROFESSIONAL EMPLOYEES  
CLASSIFIED EMPLOYEES  
Title: OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS  
Date Adopted: 6/11/18  
Date Last Revised: 3/18/19; 12/17/18

**357, 457, 557 OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS**

The District desires to minimize conflicts of interest and potential conflicts of interest in connection with employment. To this end, the District permits its employees to maintain outside employment and business interests (collectively, "Outside Business Interests"), as defined below, under the following conditions:

1. The Outside Business Interest does not create an actual or potential conflict of interest;
2. The Outside Business Interest does not affect the ability of employees to perform their obligations to the District;
3. The employee does not use either their position with the District or District resources, including their District email, to further their own outside business interests;
4. The Outside Business Interest does not negatively affect the reputation of the District; and
5. Employees who engage in Outside Business Interests do so on their own time and not as a representative of the District and do not otherwise imply the District endorses their services or product.

Definitions

"Outside Employment" means performing services for a fee for an entity other than the Lower Merion School District or a related entity, as that term is defined in the accompanying administrative regulation, whether as an employee or independent contractor.

"Business Interests" means any interests or activities undertaken by a District employee for financial or other remuneration outside their role at the District including but not limited to private consulting, or owning, operating or being employed by a private business. Ownership of a private business does not include a financial interest in a legal entity engaged in business for profit which comprises no more than five percent (5%) of the equity of the business or no more than five percent (5%) of the assets of the business. In other words, if a District employee owns five percent (5%) or less of a business, then that business interest is not covered by this policy.

"Non-District Sponsored Activity" means an Outside Business Interest which involves District students as participants either as customers, employees, attendees or otherwise. This definition does not include students who are related to or share a household with the District employee. It also does not include student customers/employees/attendees with whom contact is incidental and completely unsolicited by the District employee. An example of a Non-District Sponsored Activity is overnight travel sponsored by private companies employing District staff.

**Lower Merion School District**

Policy No.: **357, 457, 557**  
Section: ADMINISTRATIVE EMPLOYEES  
PROFESSIONAL EMPLOYEES  
CLASSIFIED EMPLOYEES  
Title: OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS  
Date Adopted: 6/11/18  
Date Last Revised: 3/18/19; 12/17/18

Non-District Sponsored Activities

The Board recognizes that from time to time students may have the opportunity to participate in Non-District Sponsored Activities.

The Board does not prohibit students from participating in Non-District Sponsored Activities or District staff members from sponsoring and/or planning such Non-District Sponsored Activities to the extent that there is no interference with the regular school program and/or other student/staff responsibilities. The Board does, however, regulate the circumstances under which and the procedures that must be followed when students are solicited to participate in Non-District Sponsored Activities on school grounds and/or by District staff members in connection with Outside Business Interests.

The Superintendent shall promulgate regulations implementing this Policy in accordance with the law which shall be designed to minimize any disruption to normal school operations caused by Non-District Sponsored Activities and to ensure employees keep separate their work-related activities from the Non-District Sponsored Activities.

The Board may from time to time direct the Superintendent or designee to make a recommendation concerning the participation of District students and/or staff in non-school sponsored foreign travel in the event of war, acts of terrorism, natural disasters or other circumstances which might endanger the safety/welfare of District students and/or staff.

Questions regarding this Policy or the accompanying Administrative Regulation should be directed to the building principal or an employee's immediate supervisor.

Cross-References:

- Board Policy/AR No. 460 Tutoring for a Fee
- Board Policy/AR No. 555 Private Coaching or Training of Students by District Athletic Coaches
- Board Policy No. 827 Conflict of Interest
- Board Policy/AR No. 920 Distribution of Promotional Information