

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES
TITLE: OUTSIDE ACTIVITIES
ADOPTED: 9/29/1999
REVISED AND
APPROVED: May 28, 2015

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| 319. OUTSIDE ACTIVITIES | |
| 1. Authority | <p>The Joint Operating Committee (JOC) recognizes that administrative, professional and classified employees have private lives and associations with others outside of school. However, the JOC has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.</p> |
| SC 510 | <p>Therefore, when non-school activities adversely impact an employee's job performance or effectiveness within the Career Center, the JOC reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.</p> <p>The JOC does not endorse, support, nor assume liability for any Career Center staff member who conducts non-school, outside activities in which Career Center students or employees may participate.</p> |
| 2. Guidelines | <p>The JOC recognizes that certain non-school activities represent a direct conflict of interest with the job responsibilities of its employees, and do not otherwise require individual evaluation to assess their negative impact on the Career Center and the employee's ability to effectively discharge his/her duties. Accordingly, employees are expressly prohibited from engaging in any of the following activities.</p> |
| Pol. 707 | <ol style="list-style-type: none"> 1. Using or attempting to use school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by Career Center employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the Career Center. 2. Using work time or district property and resources, including without limitation Career Center buildings, facilities, bulletin boards, e-mail system, telephone system, Internet, computer networks or other written or electronic means of communication, to promote, solicit or accept Career Center students, parents/guardians or other customers for private enterprises, including without limitation the provision of services or goods by the employee in exchange for the payment of money, goods or services to the employee. Employees desiring to use Career Center buildings or facilities to engage in private enterprise or other non school |

sponsored activities shall be required to request a permit for such use, and pay all applicable fees, in accordance with Board Policy 707 - Use of School Facilities.

3. Using work time to engage in, promote or prepare for outside activities.
4. Providing private, fee-based tutoring or instructional services to any student which relates to the curriculum of a course or subject for which the employee serves as the instructor of record for said student. This prohibition does not, however, extend to the provision of tutoring services relating to enrichment material that is beyond the scope and sequence of the curriculum and which is offered outside of the school day.

Selling By Employee

Career Center employees shall be prohibited from soliciting or promoting the sale of or otherwise selling items for personal profit on school property or during work or school hours. Any items which represent specific support of nonprofit community service organizations or school-related organizations may be offered for sale under the following conditions:

1. Approval of the responsible administrator is obtained.
2. Items are offered to adults only.
3. Displays or sales are prohibited where students are present or have access, except when sold by students as part of approved projects.
4. The school will neither safeguard nor be responsible for either the items or the money collected.
5. No transactions may occur during scheduled planning or instruction time.

3. Delegation of Responsibility

The Executive Director or designee shall disseminate this policy to all employees so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

References:

School Code - 24 P.S. Sec. 510

Board Policy - 317, 707, 710, 815, 815.1