

## PERSONNEL

### Nonschool Employment

#### A. Commissions

~~No employee shall accept any commission from any company or salesman doing business that is connected in any way with the School Board.~~ To eliminate conflicts of interest, employees are not authorized to solicit, demand, accept, or agree to accept any payment, commission, advance, deposit of money, or services from any School Board Vendor. Additionally, employees are not authorized to obtain VBCPS discounts for personal purchases.

#### B. Selling by Employees

Employees are prohibited from selling or advertising ~~encyclopedias and other~~ educational materials ~~and aids within the city~~ to any parent/legal guardian or students whose children attend the Virginia Beach City Public Schools unless prior authorization has been granted by the Superintendent or designee. The employee remains responsibly for complying with all applicable laws regardless of their residence.

#### C. Outside Employment

~~No employee shall accept gainful employment in any private business or outside activity during the term of his/her contract when such employment shall detract from effectiveness in the assigned duties. If there is doubt, the individual involved shall first secure permission from their supervisor before entering such supplementary employment.~~

1. Employees shall not accept employment during regular work hours, or employment outside the hours and terms of their employment, that conflicts with the effective performance of work duties; reflects adversely on the school system or the education profession; involves the unauthorized use of school property, equipment, or records; or creates the appearance of a conflict of interests. The Superintendent or designee reverses the right to require employees to furnish information on outside employment.
2. In the event the outside employment creates a potential conflict of interest, the employee should inform the principal/departments head in conjunction with the Chief Human Resources Officer or designee.
3. An employee who is on medical or other extended leave, in a paid or unpaid status, may not be employed by any other employer in any capacity during the period of leave unless prior approval is granted by the Chief Human Resources Officer or designee.

### Related Links

School Board Policy 4-23

School Division Regulation 4-23.1

School Division Regulation 4-30.1

School Board Policy 7-36

School Division Regulation 7-36.1

School Board Policy 7-37

**Legal Reference**

Code of Virginia § 2.2-3100, et seq., as amended. Virginia State and Local Government Conflict of Interests Act.

Code of Virginia § 2.2-4367, et seq., as amended. Ethics in public contracting.

Approved by Superintendent: January 18, 1994

Revised by Superintendent: December 13, 2002

Revised by Superintendent: August 30, 2005

Revised by Superintendent: