LENAPE TECHNICAL SCHOOL

SECTION: NONINSTRUCTIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: January 18, 2007

REVISED:

519. OUTSIDE ACTIVITIES

1. Purpose	The Joint Operating Committee and its supervisors have the responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities. During the work day an employee's primary responsibilities are the students and the School's programs.
2. Authority	During the work day, employees shall not undertake outside (i.e.nonschool) activities. Outside activities are not to unduly interfere with an employee's job performance. The Joint Operating Committee does not endorse, support, nor assume liability for any staff member who conducts nonschool, outside activities in which students and employees of this School may participate.
3. Delegation of Responsibility	The Administrative Director or designee shall promulgate guidelines so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the school.
4. Guidelines	The following nonexhaustive directives are provided for the information and direction of employees. These directives are not all inclusive and are not to be considered as limiting the School in the exercise of managerial rights, including disciplinary action under the School Code, collective bargaining agreement, or Federal or State law. 1. Do not utilize school material for personal gain. 2. Copyrights to materials or equipment developed, processed, or tested by employees in the performance of school activities in fulfillment of the terms of their employment reside with and may be claimed by the School. 3. Do not use school property or school time for personal business. Do not use school equipment (including copiers, telephones and computers)

	for personal business. 4. Do not use school property or school time to solicit or accept customers for private enterprises. Do not use school equipment (including copiers, telephones and computers) to solicit or accept customers for private enterprises. 5. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties. 6. Do not campaign on school property on behalf of any candidate for local, State or national office (see Policy 521). 7. Do not engage in political activities during assigned hours of employment (see Policy 521).