

PERSONNEL

ADMINISTRATIVE REGULATION -- NONSCHOOL EMPLOYMENT

AR 4136

The County Superintendent or designee will determine those outside activities that are inconsistent, incompatible or in conflict with the duties of employees of the County Education Office. Any of the following criteria may be used as a basis for such decision:

1. The outside employment involves the use for private gain of County Education Office facilities, equipment, supplies, or time (including paid sick leave or industrial accident/illness leave), or the prestige or influence of public employment.
2. The outside employment involves receipt of compensation by the employee from sources other than the County Education Office for the performance of work which the employee would be expected to perform for the County Education Office.
3. The outside employment involves work which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement by the County Education Office, or any other officer or employee of the County Education Office.
4. The outside work involves such time demands as would render performance of the employee's duties to the County Education Office less efficient.

In the event the County Superintendent or designee determines that an employee's outside activities are inconsistent, incompatible or in conflict with his/her duties, the County Superintendent or designee will notify the employee in writing. Included in the notification will be notice of any disciplinary action to be taken against the employee for engaging in prohibited activities. The County Superintendent's decision in such matters shall be final and conclusive.

APPROVED BY COUNTY SUPERINTENDENT: December 1, 1983
REVISED: May 7, 1992
April 7, 1994