

**PERSONNEL**Non-School Employment

The first responsibility of contracted employees shall be to their primary assignments. Any outside employment shall not interfere, directly or indirectly, with their regularly assigned duties.

School employees are to refrain from using their position with the district for private gain. Written permission from the superintendent or his designee is necessary when:

1. Employees wishing to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes.
2. School facilities, district-owned equipment, and/or district materials are utilized in activities for which a fee is charged.

School employees shall not use school time with any personal activity for financial profit.

School employees may be candidates for public office provided that the position does not interfere with their regular school duties. If an employee is elected and serves during the school year, one day's salary will be deducted for each day of absence. Absences must be prearranged with the approval of the employee's supervisor.

Adopted: June 10, 1992