

PERSONNEL

Non-school Employment

A. Commissions

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 educational materials 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.

C. Outside 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 reserves** 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/department 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 4-23.2](#)**

School Board **[Policy 4-27](#)**

School Board **[Policy 7-36](#)**

School Division **[Regulation 7-36.1](#)**

Approved by Superintendent: January 18, 1994

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Revised by the Superintendent: October 29, 2020

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