

Conflict of Duties

No employee in the Fargo Public Schools shall engage in or accept any outside activity that directly or indirectly conflicts with his/her duties and responsibilities. Conflict of duties may include outside employment and/or college course work where an employee’s job performance or attendance is impaired.

1. All employees will be expected to fulfill all their contractual demands, which include:
 - A. Completing the expected work schedule as designated by their supervisor.
 - B. Attending all required meetings - special education, staff meetings, in-services and other events.
 - C. If employment is with another school district, the employee’s first obligation will be to FPS.

2. Handling of missed work days or hours:
 - A. The employee has the right to use personal leave for any activity. If all personal days have been used, future absences that involve the ‘other’ employment will be subject to Loss of Pay.
 - B. If an employee misses a day of work due to a storm or natural cause involved with their second employer, the absences will be subject to Loss of Pay.

3. The employee will notify the direct supervisor and the Human Capital Office of their intent to seek employment that might involve a conflict of duties as defined in AP 5240.

4. The employee will notify the direct supervisor and either the Business Office or the Human Capital Office, whichever is most appropriate of their intent to seek contract with any outside agency that might involve a conflict of duties as defined in AP 5240.

5. The cabinet level supervisor will make the final determination on whether or not the outside activity would or would not be a conflict of duty.

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