

Houston County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Issued Date: 05/13/24
		Rescinds:	Issued:

CERTIFIED PERSONNEL

A given professional position may require additional hours during evenings or other times when offices may be closed. Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school district.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require nor will an employee use any district facilities, equipment, or materials in performing outside work. This includes the Board's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text, and data files. This includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The Board reserves the right to have all technology resource activity monitored.

The Board's technology resources will be used only for learning, teaching, and administrative purposes consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly prohibited.

When certain evenings, days, or vacation periods are duty-free, the employee may use such off-duty time for the purposes of compensation provided the following conditions are met:¹

1. The work in no way interferes with the degree of effectiveness of his/her work in the school district;
 2. The work in no way reflects detrimentally upon the school district or its prestige;
 3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
 4. The individual does not receive compensation for work that is customarily within their regular position.
-

SUPPORT PERSONNEL

Support personnel shall not be prohibited from holding employment outside the school district so long as such employment does not interfere with regular and overtime scheduled duties for the school district.

Legal References

1. [TCA 49-5-410](#)

Cross Reference

Tutoring for Pay 5.608