

NONSCHOOL EMPLOYMENT

School employees shall not engage in outside activities or perform any services other than those assigned by the district during the hours of the prescribed school day.

No outside work by a staff member shall prevent him/her from properly performing assigned functions during duty hours or be prejudicial to his/her work effectiveness:

- A. Staff shall not give school time to outside activities without being excused from assigned duties by the school principal. Staff shall not be excused from assigned duties unless the activity has a direct benefit to the position and/or the educational program. The principal shall not approve the use of sick time and personal time for purposes outside individual contracts or negotiated agreements;
- B. Copyrights to materials or equipment developed, processed, or tested by district employees on district time in fulfillment of the terms of their employment contract, reside with and may be claimed by the district at the discretion of the chief school administrator;
- C. Staff shall not conduct unapproved solicitation on school property;
- D. Teaching staff members shall not tutor students for money when the student is assigned to the teacher's class. All private tutoring arrangements shall be in compliance with board policy 4138.2 Private Tutoring. The foregoing does not apply to teachers of art or music who may have students assigned in their class as private students outside the school setting;
- E. The district shall not place a student requiring tutoring with their parent/guardian for school arranged private tutoring.

Adopted: August 28, 2004
NJSBA Review/Update: June 2015
Readopted: August 12, 2015

Key Words

Nonschool Employment; Employee Outside Activities

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-8.1	Leave of certain employees to serve in legislature
	<u>N.J.S.A.</u> 18A:6-8.2	Leave of certain employees to serve on board of chosen freeholders
	<u>N.J.S.A.</u> 18A:6-8.4	Right to hold elective or appointive state, county or municipal office
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:12-24	School officials; prohibited conduct
	<u>N.J.S.A.</u> 18A:17-18	Full time required of superintendents; when
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 52:13D-12 <u>et seq.</u>	New Jersey Conflicts of Interest Law
	<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission

Possible

NONSCHOOL EMPLOYMENT (continued)

Cross References: *3514 Equipment
*4119.21/4219.21 Conflict of interest
*4138.2 Private tutoring

*Indicates policy is included in the Critical Policy Reference Manual.