ROSS VALLEY SCHOOL DISTRICT
110 Shaw Drive San Anselmo California 94960 Tel 415.454.2162 Fax 415.454.6840 rossvalleyschools.org

NonSchool Employment Request Form

Please return this completed form to the Ross Valley School District Human Resources Department 100 Shaw Drive, San Anselmo, CA 94960; FAX 415-454-6840; Scan/Email to ccarson@rossvalleyschools.org.

NonSchool Employment
Outside employment that may be inconsistent, incompatible, in conflict with, or inimical to your duties as an employee of the Ross Valley School District includes such activities (Government Code 1126) that:

1. Require time periods that interfere with the proper, efficient discharge of the employee's duties;
2. Entail compensation from an outside source for activities which are part of the employee's regular duties;
3. Involve using the district's name, prestige, time, facilities, equipment, or supplies for private gain;
4. Involve service which will be wholly or in part subject to the approval or control of another district employee or Board member; OR
5. Involve using confidential information related to students or fellow professionals for personal gain or advantage.

Tutoring

1. "Tutoring" for the purpose of this regulation means any type of academic privately funded instruction, assessment, or training.
2. An employee shall not accept any compensation or other benefit for tutoring a student with whom s/he currently works as a function of his/her regular assigned duties.
3. An employee wishing to tutor a District student must seek authorization from his/her supervisor in accordance with Board Policy.
4. District facilities shall not be used to provide tutoring services.
5. Any employee providing tutoring to a District student must first obtain a District provided release signed by the parent/guardian and filed in the Human Resources Department.

Enrichment Activity

1. "Enrichment activity" for purpose of this regulation means any non-academic privately funded instruction, assessment, or training.
2. An employee wishing to provide an enrichment activity must seek authorization from his/her supervisor in accordance with Board Policy.

For the full text of the NonSchool Employment Policy (BP & AR 4136, 4236, 4336), please see other attachment.

An employee who wishes to use a District facility for an enrichment activity must comply with Series 1000 Community Relations (BP, AR and Exhibit 1330 - Use of School Facility), please contact the Business Office.

Complete the section below or on next page that best describes the nature of the Non-School employment

NonSchool Employment **(skip to applicable section on next page if nonschool employment is tutoring or enrichment activity)**
Type of Work_____

Location_____

Day(s) of Week/Hours_____

Please do not begin providing tutoring or enrichment activities to District students until your application has been processed.

Tutoring

Student Name(s)_____

Grade(s)_____

School(s)_____

Tutoring Location(s)_____

Time(s)/Day(s) of Week_____

Date Tutoring Begins_____

Enrichment Activity

Type of Activity_____

Student Name(s)_____

Grade(s)_____

School(s)_____

Activity Location_____

Time(s)/Day(s) of Week_____

Date(s) of Activity_____

Acknowledgements/Signatures

Signature of Employee		Date of Request
Print Employee Name	Phone	Email Address
Site/s Employed in RVSD		School Year

Please initial below for further acknowledgements:

_____ I have read and understand the District's BP and AR 4136, 4236, 4336 on NonSchool Employment.

_____ An employee may receive compensation for outside activities such as tutoring or enrichment activities as long as they are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

_____ An employee shall not accept any compensation or other benefit for tutoring a student with whom s/he currently works as a function of his/her regular assigned duties. The policy shall not be construed as prohibiting employees from providing enrichment activities during non-contract times.

_____ If authorization is granted to provide a tutoring service or an enrichment activity, the employee shall not use confidential information related to District students or fellow professionals, equipment, communication sources, or supplies when advertising for or when providing the tutoring service or the enrichment activity.

_____ An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

If you are a certificated employee, please initial in this box [ ] to acknowledge your understanding that violation of this policy may be reported to the California Commission on Teacher Credentialing for unprofessional conduct.

To be completed by HR Department (if declined, reason must be provided)

___ Approved ___ Declined _____ Date Signature_____