

Non-School Employment Disclosure

Board policy DBD(LOCAL) requires an employee to disclose in writing certain types of non-school employment.

Please complete this form and submit it to your immediate supervisor or campus principal if you are currently employed, or expect to be employed, by a person or organization other than the District, and/or if you engage in outside activities that may create a potential conflict of interest. After review, the form will be forwarded to the Superintendent for final approval if any of the following apply:

- You are providing private tutoring to one or more District students for pay; or
- You are engaged in employment that may create a potential conflict of interest with the proper discharge of your assigned duties and responsibilities or with the best interest of the District.

Employee Name: _____

District Department/Campus and Position:

Date Tutoring or Outside Employment Began/Will Begin:

Date Tutoring or Outside Employment Ended/Will End:

Description of Tutoring or Outside Employment:

Employee Signature: _____

Date: _____

Supervisor/Campus Principal Signature (Acknowledgement): _____

Date: _____

Superintendent Approval: _____

Date: _____