

PROFESSIONAL LEAVE FOR CONSULTANT PURPOSES

I. Purpose

The purpose of this policy is to establish clear guidelines for employees seeking to engage in consulting activities while ensuring that such activities do not interfere with the primary responsibilities owed to the District.

The staff of the Jackson Public School District shall devote their primary time, attention, and energy to the direction and business of the school system; and shall not, during the term of employment, be engaged in any business which is in conflict with the interests of the District. Jackson Public School District recognizes that staff members may serve as consultants to other school districts, professional organizations and associations provided it does not conflict with their primary area of responsibility. Staff members have a professional responsibility to disclose any activities which may be perceived as a conflict of interest. •

Consulting is strongly encouraged during summer months and District closure days. However, the professional responsibility and duty to disclose any activities which may constitute a conflict of interest remains whether or not consulting is done on non-duty days.

II. Definitions

Consulting: Consultant service shall be defined as any time spent away from an employee's core job responsibilities for which remuneration, honorarium, or compensation is received in addition to expenses.

Remuneration: Any payment, stipend, honorarium, or financial benefit received for services rendered.

Core Job Responsibilities: Duties and obligations assigned to an employee as part of their position with the District.

District Operations: Instructional days, testing windows, critical operational periods, and other times essential to the functioning of the District.

III. Eligibility

Employees must meet the following criteria to be eligible for consulting leave:

- Minimum of three (3) years of continuous service with the District;
- Demonstrated satisfactory or above performance; and
- Acceptable attendance record.

IV. Guidelines

- All consulting must be preapproved by the Superintendent.
- Requests must be submitted at least thirty (30) days in advance of the desired leave. Exceptions may be made for unforeseeable circumstances, with the approval of the Superintendent.
- Requests must include a recommendation from the immediate supervisor.
- Approval may be denied if there is a conflict with District operations or if it interferes with the primary duties of the individual making the request.
- Consulting leave shall be limited to a maximum of ten (10) days annually (July 1 – June 30), noncumulative.
- Employees must use available personal leave days. Once exhausted, additional days will be docked.
- Consulting is strongly encouraged during summer months and District closure days, when possible.
- Consulting is not permitted during critical periods, including but not limited to testing windows and the first week of school, unless exceptional approval is granted.
- Approved consulting days must be coded in payroll using available personal leave (PTO).
- If personal leave is exhausted, the time will be unpaid and subject to payroll deduction.
- Employees must complete a consulting attestation form confirming that the activity does not conflict with District responsibilities.
- Failure to accurately and completely disclose consulting activities or obtain prior approval constitutes a violation of this policy and may result in revocation of leave, forfeiture of future leave under this policy, and disciplinary action, up to and including termination.

Records of requests to serve as a consultant shall be maintained in the superintendent's office.

SOURCE:	JACKSON PUBLIC SCHOOL DISTRICT, JACKSON, MISSISSIPPI
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