

SAN DIEGO UNIFIED SCNDOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 7035

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CLASSIFICATION PERSONNEL, STAFF ETHICS

EFFECTIVE 10-24-72

SUBJECT OUTSIDE EMPLOYMENT OF EMPLOYEES

REVISED 9-16-81

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing outside employment inconsistent, incompatible, or in conflict with school district employment.
2. Professional responsibilities and conduct with regard to other matters:
 - a. Certificated employees: Procedures No. 7045 and 7046, and Collective Negotiation Contract.
 - b. Classified employees: Merit System Rules and Collective Negotiation Contracts.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Ed. Code 44923; Govt. Code 1125-27.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Personnel Administration Department.
2. Outside Employment
 - a. Employee shall not engage in any outside employment, activity, or enterprise for compensation which is inconsistent, incompatible, or in conflict with his/her duties with the school district. For example:
 - (1) Use of school district time, facilities, equipment, supplies, prestige or influence in a manner clearly for private gain or advantage.
 - (2) Receipt or acceptance of money or other consideration from other than the district for an activity which employee is expected to render in the regular course or hours of his/her employment with the district.
 - (3) Activity which results in employee's service to the district being less than satisfactory.
 - b. An employee shall not perform any work, service, or counsel for compensation outside of his/her district employment when any part of such efforts in such outside work will be subject to approval of any officer, employee,, or committee of the district, or by the Board of Education. This prohibition does not apply to authoring textbooks, programs, or other writings intended for use in public education. (See Procedure No. 7037, Copyrights and Patents.)

NOT REVISED

c. 2. c. Employee should inform supervisor of his/her intent to engage in any outside activity or employment which might be in violation of this policy. Supervisor will advise employee in writing if outside activity constitutes a violation. See Procedure No. 7570 (classified) or No. 7370 (certificated) regarding disciplinary action for violations.

3. Outside Obligations Prior to End of Required Workday. Employees shall not obligate themselves to accept responsibilities for nonschool or nondistrict activities prior to end of required on-site workday. For definition of workdays, see Procedure No. 7046 (certificated) or No. 7485 (classified). When an employee is unable to meet this rule (e.g., enrollment in a college class not offered at any other time), appropriate area manager or department head may approve an exception. (See Section D.2.)

D. IMPLEMENTATION:

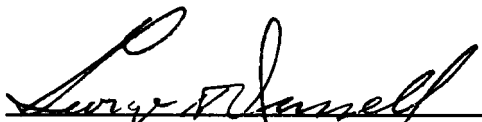
1. Approval for Consultant or Other Outside Employment. Employee describes activity in writing, and submits memo to his/her supervisor. (Requests by division heads shall be submitted to the superintendent for consideration.) If activity is in violation of policy outlined in C.2. above, supervisor shall advise employee in writing.

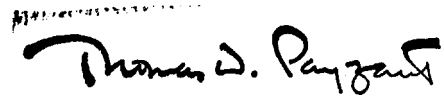
2. Permission to Engage in Outside Activities or Take a College Class Prior to End of Workday. Employee requests permission of principal or supervisor. Principal or supervisor may approve attendance at **in-service** education classes scheduled by the district. Employees absent for more than two hours or on a regular basis must make up time lost or charge vacation or unpaid personal business.

E. FORMS AND AUXILIARY REFERENCES:

F. REPORTS AND RECORDS:

G. APPROVED BY:


Assistant to the Superintendent
Personnel Services


Superintendent