

520.8

OUTSIDE ACTIVITIES OF STAFF

Occasionally staff members are asked to perform consultant services for an outside organization during the regular contract year outside of the regular workday or on weekends. All such consultancies should be cleared with the Agency Administrator. Normally, arrangements can be made to make up missed time during vacations, at the end of the contract year or by using non-contract days. Twelve (12) month employees must use vacation time if they wish to work as a consultant, and time used for such consulting must have a minimal effect upon the employment at CESA #9. All honorariums must be turned over to the Agency unless the employee has taken vacation time or other absence. No travel expenses may be charged for any meeting for which an honorarium is received and retained by the employee.

It shall be the responsibility of the Agency Administrator to promulgate guidelines so that staff members may avoid situations in which their personal interest activities and associations may conflict with the interest of the Agency. If such situations threaten a staff member's effectiveness, the Agency Administrator shall evaluate the impact of such interest activity or association upon the staff members responsibilities. Staff members shall not campaign on Agency property during duty hours on behalf of any political issue or candidate for local, state or national office. Staff members may not accept fees for remedial tutoring of students currently enrolled in their classes. Staff members shall not use Agency property or Agency time to solicit or accept customers for private enterprises without written administrative permission.

Tentative Approval: September 3, 2003

FINAL APPROVAL: October 8, 2003