



ADMINISTRATIVE PROCEDURE

CATEGORY: **Personnel, Staff Ethics**

SUBJECT: **Outside Employment of Employees**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing outside employment inconsistent, incompatible, or in conflict with school district employment.

2. **Related Procedures:**

Copyrights and Patents.....	7037
Code of Ethics of the Teaching Profession.....	7045
Professional Responsibilities of Certificated Employees.....	7046
Dismissal, Suspension of Probationary Certificated Employees.....	7371
Workday and Workweek for Classified Employees.....	7485
Dismissal, Suspension and Demotion of Classified Personnel.....	7570

3. Collective Negotiations Contracts

4. Employment Regulations for the Classified Service of the San Diego Unified School District (Classified Employees).

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy; Education Code Section 44923; Government Code Section 1125-27.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division.

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.)
 - c. Employees 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 for classified employees and No. 7371 for certificated employees 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 for certificated employees or Procedure No. 7485 for classified employees. When an employee is unable to meet this rule (e.g., enrollment in a college class not offered at any other time), appropriate supervisor 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 appropriate Deputy 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 inservice 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:

SUBJECT: **Outside Employment of Employees**

NO: **7035**

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EFFECTIVE: **10-24-72**

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G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff