

Van Buren County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Issued Date: 12/13/01
		Rescinds: 5.607	Issued: 06/17/99

1 PROFESSIONAL PERSONNEL

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3 A given professional position may require additional hours during evenings or other times when
4 offices may be closed. Outside employment is regarded as employment for compensation which is
5 not within the duties and responsibilities of the employee's regular position with the school system.
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7 An employee will not perform any duties related to an outside job during his/her regular working
8 hours or during the additional time that the responsibilities of the position require, nor will an em-
9 ployee use any district facilities, equipment or materials in performing outside work. This includes
10 the Board's computer systems and networks and any configuration of hardware and software. The
11 systems and networks include all of the computer hardware, operating system software, stored text
12 and data files. This includes but is not limited to, electronic mail, local databases, externally accessed
13 databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information,
14 communications technologies, and new technologies as they become available. The Board reserves
15 the right to have all technology resource activity monitored.
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17 The Board's technology resources will be used only for learning, teaching and administrative pur-
18 poses
19 consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly
20 prohibited.
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22 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the
23 employee may use such off-duty time for the purposes of remuneration, provided all the following
24 conditions are met:
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- 26 1. The work in no way interferes with the degree of effectiveness of his/her work in the school
27 system;
- 28 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 29 3. Such outside obligations do not prevent the individual from assuming duties required by the
30 regular position; and
- 31 4. The individual does not receive remuneration for work which is customarily within his/her
32 regular position.¹
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34 SUPPORT PERSONNEL

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36 Support personnel shall not be prohibited from holding employment outside the school system so long
37 as such employment does not interfere with regular and overtime scheduled duties for the school system.
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41 Legal Reference: