

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Non-School Employment</b>	Descriptor Code: <b>5.607</b>	Issued Date: <b>05/11/15</b>
		Rescinds: <b>5.607</b>	Issued: <b>04/13/15</b>

## 1 PROFESSIONAL PERSONNEL

2 A given professional position may require additional hours during evenings or other times when offices may be  
3 closed. Outside employment is regarded as employment for compensation that is not within the duties and  
4 responsibilities of the employee's regular position with the school system.

5 An employee will not perform any duties related to an outside job during their regular working hours or during  
6 the additional time that the responsibilities of the position require, nor will an employee use any district facilities,  
7 equipment or materials in performing outside work. This includes the Board's computer systems and networks  
8 and any configuration of hardware and software. The systems and networks include all of the computer hardware,  
9 operating system software, stored text and data files. This includes but is not limited to, electronic mail, local  
10 databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images,  
11 digitized information, communications technologies, and new technologies as they become available. The Board  
12 reserves the right to have all technology resource activity monitored.

13 The Board's technology resources will be used only for learning, teaching and administrative purposes consistent  
14 with the Board's mission and its goals. Commercial use of the Board's system is strictly prohibited.

15 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee  
16 may use such off-duty time for the purposes of compensation provided all the following conditions are met:

- 17 1. The work in no way interferes with the degree of effectiveness of his/her work in the school system;
- 18 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 19 3. Such outside obligations do not prevent the individual from assuming duties required by the regular  
20 position; and
- 21 4. The individual does not receive compensation for work that is customarily within his/her regular position.<sup>1</sup>

## 22 SUPPORT PERSONNEL

23 Support personnel shall not be prohibited from holding employment outside the school system so long as such  
24 employment does not interfere with regular and overtime scheduled duties for the school system.

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### Legal References

1. TCA 49-5-410