

# Franklin Special Board of Education

Monitoring: <b>Review: Annually, In February</b>	Descriptor Term: <b>Non-School Employment</b>	Descriptor Code: <b>5.607</b>	Issue Date: <b>10/14/13</b>
		Rescinds: <b>5.607</b>	Issued: <b>09/14/98</b>

## PROFESSIONAL PERSONNEL

A given professional position may require additional hours during evenings or other times when offices may be closed. The Board expects each of its regular, full-time employees to devote maximum effort to the position in which they are employed.

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

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

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

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

A teacher employed full time by the Director of Schools may be employed and paid by the local Board or another institution for additional part-time work, outside of school hours, not to exceed fifteen (15) clock hours beyond his regular employment per week and not to exceed four hundred (400) clock hours out of any nine (9) month school year period. Provided, however, if such

1 additional part-time work is or includes teaching in an institution of higher education, such  
2 teaching shall be limited to teaching not more than two (2) courses per quarter or semester. Such  
3 additional employment must be approved by the Director of Schools and by the governing board of  
4 any other educational institution with whom a teacher contracts within this policy provision.<sup>1</sup>  
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7 **SUPPORT PERSONNEL**  
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9 Support personnel shall not be prohibited from holding employment outside the school system so  
10 long as such employment does not interfere with regular and overtime scheduled duties for the  
11 school system.  
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45 Legal References:  
46 1. TCA 49-5-410  
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