

Hancock County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Non-School Employment	Descriptor Code: 5.607	Issued Date: 06/04/15
		Rescinds:	Issued:

1 PROFESSIONAL PERSONNEL

2 A given professional position may require additional hours during evenings or other times when offices
3 may be closed. Outside employment is regarded as employment for compensation that is not within the
4 duties and 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
6 or during the additional time that the responsibilities of the position require, nor will an employee use
7 any district facilities, equipment or materials in performing outside work. This includes the Board's
8 computer systems and networks and any configuration of hardware and software. The systems and net-
9 works include all of the computer hardware, operating system software, stored text and data files. This
10 includes but is not limited to, electronic mail, local databases, externally accessed databases (such as
11 the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications
12 technologies, and new technologies as they become available. The Board reserves the right to have all
13 technology resource activity monitored.

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

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

- 20 1. The work in no way interferes with the degree of effectiveness of their work in the school
21 system;
- 22 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 23 3. Such outside obligations do not prevent the individual from assuming duties required by the
24 regular position; and
- 25 4. The individual does not receive compensation for work that is customarily within their regular
26 position.¹

27 SUPPORT PERSONNEL

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

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Legal References

1. TCA 49-5-410