

Policy Title:	Professional Conduct	Adoption Date 8/9/05
	Outside Employment	Policy Number 417.10

Any outside employment must be compatible with the employee's role as a Blaine County School District employee. The outside employment must not conflict with the best interest of the District or the proper performance of the employee's position.

Outside employment means any position, which would be to the economic gain of the person or a member of the person's household.

Employees of the District may not:

1. Hold outside employment when it impacts his/her ability to dedicate him/herself to the District.
2. Hold outside employment when it prevents him/her from being available to meet the needs of the District.
3. Participate as a provider for any District benefit plan, i.e. employee assistance plan.
4. Participate in any outside employment, which directly or indirectly, in the District's opinion, may be perceived as a conflict.
5. Utilize phones, supplies, offices, etc. of the District for outside employment.
6. Be engaged in any outside employment activity, which in the District's opinion, might negatively impact the District.
7. Be scheduled to end outside employment one (1) hour prior to the beginning of the workday and be scheduled to begin outside employment one (1) hour after the workday ends, without express permission of the supervisor.

Outside employment must be terminated or suspended if:

1. The employee is using sick leave, or receiving workers' compensation benefits, or on any type of restricted duty.
2. The employee is failing to demonstrate satisfactory work performance.
3. The District determines that it interferes with performance or ability to meet requirements of the employee's position.
4. It is perceived by the District to present, directly or indirectly, any type of conflict or potential conflict of interest.
5. Any items above or any section of Blaine County School District policy is violated.

Failure to terminate or suspend outside employment when asked to do so by a District administrator will be considered insubordination and shall result in disciplinary action up to and including a recommendation for termination.