

CANDIA SCHOOL DISTRICT
NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

When a person is hired on a regular, full-time basis, the Board considers that it has given him/her full-time employment. It expects employees to give the responsibilities of their positions in the district precedence over any type of outside part-time work.

The outside work done by a staff member is of concern to the Board insofar as:

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the responsibilities of the position. Employees who use any district facilities, equipment, or materials in performing outside work must obtain prior administrative approval to use such equipment.

An employee will confer with the Superintendent prior to accepting any outside employment that has the potential to affect his/her job duties under the contract.

A supervisor who observes that an employee's outside work activities are adversely affecting his/her job performance should advise the employee to resolve the situation. If it cannot be resolved to mutual satisfaction, then the supervisor shall make a report to the Superintendent.