

Aberdeen School District No. 58 recognizes that some employees may need or want to hold additional jobs outside their employment with the district. Employees of this district are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Work-related activities and conduct away from the district must not compete with, conflict with, or compromise the district's interests or adversely affect job performance and the ability to fulfill all responsibilities to this district. Employees may not use any of the district's facilities, equipment, or resources; are prohibited from using any of the district's confidential information; and may not solicit or conduct any outside business during work time for the district.

Prior to securing outside employment, an employee must submit a written request for approval to the principal or designee (see Policy No. 492F1, Outside Employment: Request for Approval). In evaluating the effect that outside work may have on an employee's job performance and other job-related responsibilities, the principal or designee will consider whether the proposed employment:

1. May reduce the employee's efficiency in working for the district;
2. May conflict with the interests of the district; or
3. May adversely affect the district's image.

The principal or designee will provide the employee with written notice of whether the request has been denied or approved within ten (10) days. The district reserves the right to deny or revoke approval at any time if the outside employment adversely affects the employee's ability to fulfill his or her job-related duties and responsibilities.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or failure to adhere to the employee's required work schedule. Employees may not use district paid sick leave to perform work on the outside job. If outside work activity causes or contributes to job-related problems, the employee will be asked to discontinue the outside employment and/or may be disciplined up to and including termination of employment.



**LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED:** May 20, 2015

**AMENDED:**