

**- CERTIFIED PERSONNEL -****Outside Employment or Activities****OUTSIDE EMPLOYMENT**

Employees shall not perform any duties related to an outside job during their regular working hours. In addition, employees shall refrain from outside employment or activities that interfere with the proper discharge of their duties and obligations to the District, including daily job responsibilities and/or attendance at any job-related meetings or events.

Employees shall not engage in gainful employment while taking leave under the following Board Policies:

- 03.1232 Sick Leave
- 03.12322 Family Medical Leave
- 03.1234 Medical Leave

**PROFESSIONAL RESEARCH AND PUBLISHING**

An employee must receive authorization from the Superintendent/designee to have access to or to utilize any school related information, school system records, or data from the school system in professional research or publishing. Such research and publishing shall maintain the confidentiality of student education records and staff information of a personal nature.

**CONSULTING ACTIVITIES**

Employees of the District may not serve as consultants to outside public or private agencies on District time. Paid consultant work shall be done on the employee's own time or on vacation or personal leave days.

**TUTORING FOR PAY**

Unless it is approved in advance by the Board as part of a Board-approved program, no teacher shall:

- Receive compensation for tutoring a student currently enrolled in that teacher's class; or
- Tutor a student for pay on school property and/or utilize school materials in tutoring a student for pay.

**USE OF DISTRICT PROGRAMS AND/OR MATERIALS**

Programs and/or materials developed by the District, for use in the District or as part of an employee's job duties, shall not be used in outside employment or in a consulting capacity unless approved by the Superintendent.

**EXCEPTION**

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.<sup>1</sup>

Violation of this policy may result in disciplinary action, including termination.

**REFERENCES:**

<sup>1</sup>[KRS 61.394](#), [KRS 61.396](#)  
[KRS 160.290](#); [KRS 160.291](#) (4)

**RELATED POLICIES:**

01.6, 03.122, 03.1232, 03.12322, 03.1234  
03.1238, 09.14

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