

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Outside Employment Services
	POLICY CODE: GCR

It is recognized that teachers and administrators are occasionally requested to provide assistance to other educational agencies through teaching or consulting. Teachers and administrators, who accept such outside employment, whether or not such employment is during the normal work day, are subject to the following conditions:

1. The employee must obtain permission of the immediate supervisor prior to accepting outside employment which might result in time away from the District assignment. The immediate supervisor must verify that such employment does not create a conflict of interest with the person's specific job or with the School District in general prior to granting permission for the leave.
2. The District has first call of the teacher's time during the normal working day. Administrators are subject to first call by the District during and after normal working hours.
3. Use of the normal work day for outside employment will be generally limited to educational activities such as serving as a consultant, teacher, or resource person to other educational agencies or institutions. Teachers accepting fees for such services are required to use personal leave days or remunerate the District for the cost of the substitute teacher. Administrators accepting fees for such services are required to charge the days absent from their District assignment against their personal leave days or vacation time.
4. Workers' Compensation benefits, as provided through employment with the District, do not apply when injuries occur while engaged in outside employment. In addition, accumulated sick leave cannot be applied to days which are committed to employment outside the District.

Administrators may not accept compensation outside the adopted salary program for any services provided to the District.

Adopted: September 17, 1985  
Revised: September 9, 2008 (numeric to letter format only)  
Reviewed: April 17, 2012

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