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## **Moonlighting – Additional Work Outside School Sample School Policies – Collected April 2015**

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Educator is to devote his/her full talents and energies to Educator's employment with the School hereunder and is to engage in no other employment or work for profit or compensation without prior approval of the Head of School.

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We have no problem with employees having other paid work outside of their primary contract with the school, but we have a "no dual pay" policy, such that they cannot do work for two different paying jobs at the same time (like running a summer camp during the work day if they are a 12-month employee). They have to take time off, or wait until after business hours. They also cannot use school equipment to do work for another employer or business. No running a real estate business from their classroom during the school day, for example.

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An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with School and the position does not conflict with the requirements of employment with School. All employees will be judged by the same performance standards and will be subject to School's scheduling demands, regardless of any existing outside work requirements. If School determines that an employee's outside work interferes with performance or the ability to meet the requirements of School as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with School. Outside employment will present a conflict of interest if it has an adverse impact on School.

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The Educator will devote a sufficient amount of his or her time, attention, and energies to the employment memorialized herein so as to professionally and competently discharge the duties assigned by the School and will not, during the Term of this Agreement, be engaged in any other activity or employment which will be in derogation of his or her employment at The School. The Educator agrees not to accept or engage in other employment or activity without first discussing it with the Head of School and securing his approval.

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The School generally prohibits employees from holding other employment unless approved in writing by the Principal and Associate Headmaster. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

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Employees have the right to be employed outside the hours they work at SCHOOL. Overworked or chronically exhausted employees, however, can pose a real danger to students, families of students, other employees and property. Furthermore, SCHOOL needs to be assured that outside employment does not involve a conflict of interest. For example, SCHOOL would not want an employee working at an outside job that is incompatible with the mission of the school and that would reflect negatively on the school.

Employees may hold outside jobs as long as they meet the performance standards of their job with SCHOOL. All employees will be judged by the same performance standards and will be subject to SCHOOL's scheduling demands, regardless of any existing outside work requirements. If SCHOOL determines that an employee's outside work interferes with performance or the ability to meet the requirements of SCHOOL as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with SCHOOL. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside SCHOOL for materials produced or services rendered while performing their jobs.

Any employee who is engaged in or is planning to engage in outside employment shall request clearance as to whether such current and planned activities are prohibited. Each faculty member shall request this clearance from his division head. All other employees shall request this clearance from their department head. If they are not prohibited, the employee shall then complete an Outside Employment Request form and turn it into Human Resources for review. Human Resources may require the employee to furnish such information as may be appropriate in considering the clearance request. Human Resources will grant clearance only when it believes such activities would be consistent with this policy. If clearance is not granted, the employee shall not commence or continue the outside employment or activity.

Employees engaged in tutoring of SCHOOL students shall coordinate their activities with the Director of Student Services. The provisions of this policy will apply to employees engaged in tutoring of non-SCHOOL students.

Employees who are on leave are not eligible for outside employment during their leave.

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We encourage you to be involved in civic, community and church activities during your off-work hours. Whether your outside activities are paid or unpaid, there are circumstances when these activities become an appropriate concern for School. These include:

- When such activities may be causing or contributing to poor work performance at School;
  - When such activities constitute or appear to constitute a conflict of interest, such as if you privately provide a service that is also offered by the School;
  - When such activities reflect negatively on School.
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If you are in doubt about your outside activities as they relate to the above circumstances, please discuss them with your supervisor or the Director of Business and Finance. Some activities may make you ineligible for some School benefits.

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Although employees may at time seek to supplement their income through outside employment, School prefers that its employees refrain from engaging in any occupation which does not conform with the positive image we seek to project to students, parents and the public. All employees engaged in outside employment must promptly notify the Head of School.

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Faculty and Staff shall not engage in or accept outside employment or render services with a person, firm, or corporation when such service or employment:

- Is incompatible with the proper discharge of the duties and responsibilities of employment with (school name) or would impair independence of judgment or actions in such employment.
  - Involves such hours or work or physical effort that it would or could reasonably be expected to reduce a staff member's quality or quantity of service to (school name).
  - Would require responsibilities that are incompatible with the mission statement of (school name) (e.g. serving alcoholic beverages).
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Any faculty or staff member who is engaged in or is planning to engage in outside employment shall request clearance from the administration by filling out the "Outside Employment Request" form (found in the "Forms Appendix"). If clearance is not granted, the employee shall not commence or continue the outside employment or activity.

Faculty and staff members who are on medical or family leave are not eligible for outside employment during the time of their leave.

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The School reserves the right to regulate or to forbid its employees to hold employment in addition to their school duties.

If an employee wishes to request permission to hold additional employment, he/she must:

- Submit the request in writing at the opening of the school year;
- Include a description of duties, approximate hours, and nature of employment.

There must be no conflict between the hours of expected attendance at school and those of secondary employment. In the event of any conflicts in scheduling or duties, one's first responsibility is to the School. It shall remain a prerogative of the Head of School to judge whether the outside work is detracting from the employee's ability to perform in a superior manner at school.



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We prohibit any outside or supplemental employment at all times. Accordingly, outside employment during your leave period is prohibited, and may result in disciplinary action, up to and including immediate termination of employment.

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Full-time exempt employees are expected to devote the full measure of their work-related efforts and energies to their position with the School. The School strongly discourages outside employment except during summer breaks when faculty may not otherwise have obligations to the School. In no case may outside employment be with an organization or of a nature that is contrary to the goals and purposes of the school or in which conflicts of interest are present.

An employee must obtain approval from the Head of School prior to accepting outside employment. Outside employment, if approved, must not in any way diminish the employee's effectiveness or interfere with his/her duties at the School or present a conflict of interest for the employee, the School or the outside employer. If outside employment is deemed detrimental to the employee's job performance or is otherwise contrary to the best interest of the School, the employee will be required to terminate his/her outside employment as a condition of remaining an employee of the School.

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School just asks that the teacher to okay it with their principal and that it not interfere with the job requirements for the school, such as an extra-curricular assignment.

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