

Salinas Union High School District

NON-SCHOOL EMPLOYMENT

An employee who desires to perform outside paid service that will be wholly, or in part, subject to the approval or control of another government agency, school district, business or individual will have to receive approval of the Superintendent, or designee.

An employee's outside activity, employment, or enterprise is prohibited if it:

1. Involves the use of the District's time, facilities, equipment, and supplies, or the influence of his or her position in the District for the use of private gain or advantage, or
2. Involves receipt or acceptance of any money or other consideration from anyone, other than the District, for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course of his or her hours and duties of employment with the District, or
3. Involves the performance of an act in other than his or her capacity with the District which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement, of any other officer or employee or the agency by which he or she is employed, or
4. Involves time demands as would render performance of his or her duties to the District less efficient.

Employees cannot be paid by another government agency, business or individual for the same day of work they would be paid by the District. If another government agency, school district, business or individual desires an employee of the District to provide an inservice, the employee will have to arrange with the District for the payment of a substitute. It may be permissible for the employee to receive a payment from the other agency, business or individual for travel and reasonable preparation expense. The preparation must not take place on District time.

An employee who desires to perform outside paid service with another agency, business or individual will have to submit his or her request to the Superintendent, or designee, in writing. The request should include:

- Name of other agency, business or individual
- Description of service to be performed
- Date(s) of service
- Location where service will be performed
- Name, address, and telephone number of contact person with the other agency, business or individual
- Explanation of arrangements to pay for substitute
- Itemization of any payments to be made by the other agency, business or individual to the employee

Salinas Union High School District

All Personnel

Regulation #4036

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The request must be submitted to the Superintendent, or designee, at least two weeks in advance of the date services are to be performed. It is recommended that employees submit their requests well in advance of doing any preparation work in case permission is not granted.

Legal Reference:

Government Code:

1126 Conflict of Interest