

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: April 18, 2002

REVISED:

	319. OUTSIDE ACTIVITIES
1. Purpose	<p>The Joint Operating Committee recognizes that members of the administrative staff must enjoy private lives and may associate with others outside of the center for economic, religious, cultural or personal reasons. However, the Joint Operating Committee has a responsibility to evaluate administrators in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon an administrator's effectiveness within the center, the Joint Operating Committee reserves the right to evaluate the effect of such activities upon the individual's responsibilities to the students and to the center's programs.</p> <p>The Joint Operating Committee does not endorse, support, nor assume liability for any staff member who conducts nonschool, outside activities in which students and employees of this center may participate.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall promulgate guidelines so that administrators may avoid situations in which personal interests, activities, and associations may conflict with the interests of the center.</p>
4. Guidelines	<p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by employees in the performance of center activities in fulfillment of the terms of their employment reside with and may be claimed by the center. 2. Do not use center property or time to solicit or accept customers for private enterprises. 3. Do not tutor for compensation students assigned to the center.

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	<ol style="list-style-type: none">4. Do not use school supplies to repair personal items unless the work done is done as a student learning project and the center is reimbursed for all supplies and materials used.5. Do not use the school building, equipment, tools, or supplies for personal use or gain after the students are dismissed or at any other time students are not in session. Such would include doing work for other employees as well as nonemployees. Such activities are considered a theft of personal services.6. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.7. Do not make public statements about private associations or interests during school hours if such remarks are likely to violate school standards of propriety.8. Do not make public statements that are inconsistent with center policies and rules and could serve to harm the effectiveness of center programs.
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