

SUN AREA TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: May 16, 2002

REVISED:

419. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Joint Operating Committee recognizes that members of the professional staff must enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Joint Operating Committee and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon a staff member's effectiveness within the center, the Joint Operating Committee reserves the right to evaluate the effect of such activities upon a professional employee'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 staff members may avoid situations in which their 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 staff members:</p> <ol style="list-style-type: none">1. Do not utilize center material or equipment 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, equipment, tools, or supplies to construct or make repairs for customers during the school day utilizing students or doing the work yourself or after school hours for personal profit or gain whether such profit is in terms of money, favors, gifts or compensatory services. Assigning work where students gain valuable training that does not include personal gain for the teacher is part of the approved program.
3. Do not use center 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.
4. Do not use 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.
5. Do not use center time for outside activities when there is no valid reason to be excused from assigned duties.
6. Do not make public statements about private associations or interests during school hours if such remarks are likely to violate center standards of propriety.
7. Do not make public statements that are inconsistent with center policies and rules and could serve to harm the effectiveness of center programs.
8. Do not tutor for compensation students assigned to the center without prior approval from the Joint Operating Committee.