

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: June 20, 2002

REVISED:

519. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Joint Operating Committee recognizes that classified employees must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons.</p> <p>The Joint Operating Committee and its supervisory staff, however, have a responsibility to evaluate employees in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon an employee's effectiveness within the center, the Joint Operating Committee reserves the right to evaluate the effect of such activities upon the employee's responsibilities to the center.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall promulgate guidelines so that classified employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the center.</p>
Pol. 517	<p>The Administrative Director shall prepare and promulgate disciplinary rules for violations of center policy and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, demotion, or dismissal.</p>
4. Guidelines	<p>The following guidelines are provided for the direction of classified employees:</p> <ol style="list-style-type: none"> 1. Do not use school property or school time to solicit or accept customers for private enterprises. 2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties. 3. Do not engage in political activities during assigned hours of employment.

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| | <ol style="list-style-type: none">4. Do not make public statements regarding center policies or procedures that would disrupt harmony among co-workers or interfere with the maintenance of discipline by center officials.5. Do not make public statements about private associations or interests if such remarks are likely to violate center standards of propriety. |
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