



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement **4138/4238 - Outside Employment** Approved on May 19, 2014

Outside employment of School District employees may have the potential to materially affect the business operations of the School District. Accordingly, it is the policy of the Board that outside employment not interfere with any employee's ability to perform the duties of his or her job with the School District. Accordingly, employees of the School District may engage in outside employment only under the following conditions:

- The outside employment must not conflict with the employee's work schedules, duties or responsibilities or create a detrimental effect on the employee's work performance.
- The outside employment must not create a conflict of interest with the employee's job in the School District.
- The employment must not involve conducting any business during any hours of employment with the School District.
- Self-employment is considered outside employment and is subject to the same conditions set forth for other outside employment.



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Administrative Procedure **4138/4238 - Outside Employment** Approved on May 19, 2014

I. Role of Supervisors

Supervisors must ensure that employees perform their job as expected. If a supervisor becomes aware that an employee is engaging in outside employment, the supervisor must ensure that the outside employment does not interfere with the employee's job with the School District.

II. Workers' Compensation Injury

An employee who sustains an injury or illness due to his or her outside employment will:

- Notify his or her supervisor and request an unpaid leave of absence for any period of incapacity because of such injury or illness.
- Not be entitled to workers' compensation benefits from the School District as a result of such injury or illness.

III. Resolution of Conflicts

If, at any time, the employee's outside employment conflicts with the employee's performance of his or her job with the School District, the employee will be required to eliminate the conflict or discontinue the outside employment if he or she wishes to remain employed with the School District. Failure to do so may result in termination of employment.