

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

**SUPPORT STAFF
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OUTSIDE ACTIVITIES OF SUPPORT STAFF

The Board expects support staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School District, the District Administrator shall evaluate the impact of such interest, activity, or association upon the support staff member's responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member's role as a member of the District's staff is tied directly to involvement in the identified outside activity. Additionally, staff members are expected to notify the District Administrator of involvement in any outside activity if the staff member will receive compensation for any outside activities (refer to Policy #4230 – Ethics and Conflict of Interest).

- A. Staff member should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff member shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which the staff member may profit by virtue of the staff member's official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of the staff member's position or authority.
- D. Staff member shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. Staff member should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff member should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

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