

ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: 3/23/00

REVISED:

	519. OUTSIDE ACTIVITIES
1. Purpose	<p>The Board recognizes that classified employees enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. The Board, through its supervisory staff, has a responsibility to evaluate classified employees in terms of their faithfulness to, and effectiveness in discharging school duties and responsibilities. Therefore, when non-school activities impinge upon a classified employee's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon the employee's responsibilities to the district.</p>
2. Delegation of Responsibility	<p>The Board directs the Superintendent to promulgate guidelines so that classified employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.</p>
3. Guidelines	<p>The following guidelines are provided. Classified employees shall:</p> <ul style="list-style-type: none"> A. Not utilize school district materials for personal gain. B. Not use school property or school time to solicit or accept customers for private enterprises. C. Not use job time for outside activities when there is no valid reason to be excused from assigned duties. D. Not engage in political activities during assigned hours of employment. E. Refrain from expressions regarding district policies or procedures that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.