

## Personnel

**SUBJECT: PROFESSIONAL STAFF CONSULTING ACTIVITIES**

A professional staff member who wishes to utilize "school time" to act as an outside consultant, hearing officer, workshop presenter, etc. is required to request vacation and/or personal leave time for such purpose in accordance with the terms of the collective bargaining agreement (C.B.A.), providing all necessary information as may be required per the C.B.A.

If any professional staff member engages in such consulting activities, use of the District's resources including, but not limited to, school buildings, school-owned equipment and supplies, is prohibited. As much as possible, in accordance with the terms of the C.B.A., the Superintendent must ascertain that the consulting activity does not constitute a conflict of interest in violation of law and/or the District's Code of Ethics.

While the District does not require that all outside employment of its professional staff have prior approval of the Board of Education, staff members are expected to fulfill their job duties and responsibilities with the District in accordance with law and the applicable C.B.A and the Code of Ethics.

The Superintendent or his/her designee may exercise his/her discretion to determine that a particular activity is related to the employee's school responsibilities and is, therefore, not subject to the terms of this policy.

General Municipal Law, Article 18

Adopted: 2/13/01

Reviewed: 1/8/07-no changes