LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: May 23, 2013

REVISED:

319. OUTSIDE ACTIVITIES

1. Authority

The Joint Operating Committee recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of work. However, the Joint Operating Committee has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

SC 1850.1

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the center, the Joint Operating Committee reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.

The Joint Operating Committee does not endorse, support, nor assume liability for any staff member who conducts nonschool, outside activities in which students or employees may participate.

2. Delegation of Responsibility

The Executive Director or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the center.

Each employee shall inform the Executive Director or Joint Operating Committee of any situations that may pose a conflict of interest, and shall comply with all conflict of interest requirements established by the State Ethics Commission and otherwise set forth in law, as applicable.

3. Guidelines

The following guidelines are provided for the direction of all employees:

1. Do not utilize center material for personal gain. Copyrights to materials or equipment developed, processed, or tested by employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the center.

2. Do not use center property or time to solicit or accept customers for private enterprises.

3. Do not use center time for outside activities when there is no valid reason to be excused from assigned duties.

Administrative Employees

Administrative employees, including the Executive Director and Superintendent of Record, may participate in outside activities relevant to their position and responsibilities. Honoraria and expenses may be accepted for activities of administrative employees that are beyond their responsibilities to the Lancaster County Career & Technology Center, providing these activities do not interfere with the performance of their normal duties at the center.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 317, 320, 321