

## **4008 Outside Employment**

1. An employee's responsibilities to Teachwell take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Employees will not provide services to students with whom they became acquainted only through their employment at Teachwell outside of duty hours.
3. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by Teachwell.
4. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by Teachwell, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of Teachwell or board.
5. Sale of goods or services by employees.
  - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
  - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with Teachwell is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
  - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
  - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any

such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.

6. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of Teachwell for personal financial gain or business activities.
7. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of Teachwell, whether published or not, shall be the exclusive property of Teachwell; and Teachwell has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
8. Staff may not exploit their professional relationships for personal gain.

Adopted on: 8/15/2023

Revised on:

Reviewed on: