

*Policy*

**NON-SCHOOL EMPLOYMENT OF PROFESSIONAL/CLASSIFIED STAFF**

*Code GBRG/GCRF Issued 12/15/21*

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The Board prohibits a professional staff member from engaging in any employment that would have the following effect:

- Impair the employee's ability to be effective in the district
- Make time and/or energy demands upon the individual which could interfere with his/her effectiveness in performing regular assigned duties
- Adversely affect the individual's employment status or professional personnel standing
- Conflict with assigned duties in any way
- Conflict with the South Carolina Ethics Act or Board policy GAG, Staff Ethics/Conflict of Interest

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

An employee seeking outside employment shall notify his immediate supervisor in writing, providing full details regarding the duties, demands and nature of the outside employment.

The employee's supervisor shall discuss with the employee his outside employment plans, as appropriate, and if the supervisor feels he cannot approve the outside employment, he shall refer the employee's request to the superintendent for approval.

Adopted 01/30/90; Revised 12/14/21

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