



## Administrative Regulation 4138 Non-School Employment

**Responsible Office:** Office of Human Resources

### **REGULATION**

1. Outside Work for Teachers:

- a. It is the policy of the Board of Trustees that teachers should not engage in outside activities that interfere with their duties under their contracts as instructors.

2. School Personnel Seeking Public Office

- a. The Board of Trustees recognizes that school employees have the right, as do other citizens, to seek public office.
- b. The Board of Trustees does not, however, encourage school personnel to seek public office if it interferes in any way with the performance of the duties for which they were employed.
- c. If an employee plans to run for office, the following guidelines shall be observed:
  - i. Before filing for any office, the employee must first notify the Superintendent and the Board of Trustees.
  - ii. No electioneering or politics shall be brought into the schools.
  - iii. No school time shall be used for electioneering or for the performance of any duties of the office.
- d. Upon Taking Office:
  - i. If there should be any released time from school duties for the office in any way, there shall be a substitute deduction for occasional absences. Longer absences may require a leave without pay.
  - ii. Since it may be necessary in some cases to ask for extended periods of leave, the employee should be aware that this may result in the lessening of the employee's effectiveness and could result in a lowering of the evaluation of the employee's job performance, if such leave is frequent and recurring resulting in a disruption of the educational process.

- iii. If the teacher is serving as a member of the State Board of Education, the teacher may have release time to attend such meetings and other Board activities with no loss in pay. However, any compensation from such activities must be remitted to the Office of Business and Financial Services.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

- 1. This Regulation reflects the goals of the District’s Strategic Plan, Envision WCSD 2015 – Investing in Our Future
  - a. Goal 2, Recruit and Support Highly Effective Personnel
- 2. This Regulation aligns with Administrative Regulation 4111.4, Ethical Standards.

**REVISION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted
11/19/1976	2.0	Revised
10/27/1992	3.0	Revised