



Administrative Regulation 4238 Non-School Employment - Classified

Responsible Office: Office of Human Resources

REGULATION

1. Outside Work for Employees

- a. It is the policy of the Board of Trustees that employees should not engage in outside activities that interfere with their duties as employees of the Washoe County School District.

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.

3. Upon Taking Office:

- a. If there should be any released time from school duties for the office in any way, there shall be an appropriate deduction on the basis of personal business.
- b. 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 work of the employee.
- c. If the employee is serving as a member of the State Board of Education, the employee may have released time to attend such meetings, and other

Board activities with no loss in regular pay. However, any compensation from such activities must be remitted to the Business Office.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy 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 the Collective Bargaining Agreement between the District and the Washoe Education Support Professionals / Nevada State Education Association (WESP/NSEA).
3. This regulation complies with Nevada Revised Statutes Chapter 288, Relations Between Governments and Public Employees.
4. This regulation complies with Nevada Revised Statutes (NRS) 613.040, Rule or regulation preventing political activity unlawful.

REGULATION HISTORY

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