

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: October 20, 2011

REVISED:

319. OUTSIDE ACTIVITIES	
1. Purpose	The Joint Operating Committee recognizes that members of the administrative staff must enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Joint Operating Committee has a responsibility to evaluate administrators in terms of their effectiveness in discharging school duties and responsibilities.
2. Authority	<p>Therefore, when nonschool activities impact upon an administrator's effectiveness within the school, the Joint Operating Committee reserves the right to evaluate the effect of such activities upon the individual's responsibilities to the students and to the center's programs.</p> <p>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 of this school may participate.</p>
3. Delegation of Responsibility	The Administrative Director or designee shall promulgate guidelines so that administrators may avoid situations in which personal interests, activities, and associations may conflict with the interests of the school.
4. Guidelines	<p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by employees in the performance of school activities in fulfillment of the terms of their employment reside with and may be claimed by the center. 2. Do not use school property or school time to solicit or accept customers for private enterprises. 3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.