

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: October 20, 2011

REVISED:

519. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Joint Operating Committee recognizes that non-instructional employees must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons.</p> <p>The Joint Operating Committee and its supervisory staff, however, have a responsibility to evaluate employees in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon an employee's effectiveness within the school, the Joint Operating Committee reserves the right to evaluate the effect of such activities upon the employee's responsibilities to the center.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall promulgate guidelines so that non-instructional employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the school.</p>
4. Guidelines	<p>The following guidelines are provided for the direction of non-instructional employees:</p> <ol style="list-style-type: none"> 1. Do not use school property or school time to solicit or accept customers for private enterprises. 2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties. 3. Do not engage in political activities during assigned hours of employment.