

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: November 18, 2004

REVISED: August 17, 2006

REVIEWED: September 18, 2025

519. OUTSIDE ACTIVITIES	
1. Purpose	<p><b>Purpose</b> The Joint Operating Committee recognizes that classified 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><b>Authority</b> Therefore, when non-school 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 school.</p>
3. Delegation of Responsibility	<p><b>Delegation of Responsibility</b> The Administrative Director or designee shall promulgate guidelines so that classified employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the school.</p>
4. Guidelines	<p><b>Guidelines</b> The following guidelines are provided for the direction of classified employees:</p> <ol style="list-style-type: none"> <li>1. Do not use school property or school time to solicit or accept customers for private enterprises.</li> <li>2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties.</li> <li>3. Do not engage in political activities during assigned hours of employment.</li> </ol>