

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: OUTSIDE ACTIVITIES

ADOPTED: NOVEMBER 20, 2002

REVISED: JUNE 18, 2014

319. OUTSIDE ACTIVITIES	
1. PURPOSE	The Board recognizes that members of the administrative staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board has a responsibility to evaluate administrators in terms of their effectiveness in discharging assigned duties and responsibilities.
2. AUTHORITY	<p>Therefore, when non-school activities impact upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the students and to the intermediate unit's programs.</p> <p>The Board does not endorse, support, nor assume liability for any staff member who conducts non-school, outside activities in which intermediate unit students and employees may participate.</p>
3. DELEGATION OF RESPONSIBILITY	The Executive Director or designee shall disseminate guidelines so that administrators may avoid situations in which personal interests, activities, and associations may conflict with the interests of the intermediate unit.
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 intermediate unit employees in the performance of intermediate unit activities in fulfillment of the terms of their employment reside with and may be claimed by the intermediate unit. 2. Do not use intermediate unit property or intermediate unit 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. 4. Do not make public statements that are inconsistent with Board policies and could serve to harm the effectiveness of intermediate unit programs.

HONORARIUMS

Personnel may participate in outside activities relevant to their position and responsibilities. Honoraria and expenses may be accepted for activities of personnel beyond their responsibility to the intermediate unit, but these activities shall not interfere with the performance of their official intermediate unit duties.

