

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: OUTSIDE ACTIVITIES

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

519. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that classified employees do enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate employees in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	Therefore, when non-school activities impact upon a staff member'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 intermediate unit.
3. Delegation of Responsibility	The Executive Director or designee shall disseminate guidelines so that classified employees may avoid situations in which their 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 classified employees:</p> <ol style="list-style-type: none">1. Do not use intermediate unit property or 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.4. Do not make public statements regarding policies or procedures that would disrupt harmony among co-workers or interfere with the maintenance of discipline by intermediate unit officials.5. Do not make public statements about private associations or interests during work hours if such remarks are likely to violate intermediate unit standards of propriety.

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.