



Employment External to KTCEA

Background

These guidelines provide information and requirements for employees relating to employment external to KTCEA.

Guidelines

1. Employees shall not engage in employment outside of KTCEA without the express approval of the Superintendent.
2. KTCEA staff shall not participate in any private business or undertaking that conflicts with their duties with KTCEA.
3. Employees shall not engage in business or commercial activities with KTCEA.
4. Employees shall not sell products or services to other staff or students.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

Employees who contravene the provisions of this Administrative Procedure are subject to disciplinary action up to and including termination of employment.

#	Procedure	Roles & Responsibilities
1.	Adhering to the guidelines in this Administrative Procedure and other KTCEA policies, procedures, rules and/or the law. Ensuring that before engaging in external employment they obtain written approval from the KTCEA Superintendent. Reporting violations or potential violations of the External Employment Guidelines to the appropriate supervisor.	Employees
2.	Ensuring compliance with the guidelines detailed in the External Employment Guidelines. Informing leadership of violations of these guidelines. Investigating and addressing violations.	Supervisors
3.	Supporting supervisors in the interpretation and enforcement of the External Employment Guidelines	Associate Superintendents

4.	Supporting employees and supervisors in the interpretation of the External Employment Guidelines, including investigating violations as required.	Human Resources
5.	Supporting supervisors in the interpretation and enforcement of the External Employment Guidelines.	Superintendent

References:

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.