

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 23, 2020  
**To:** All Employees of the San Diego Unified School District  
**Subject:** OUTSIDE EMPLOYMENT OF EMPLOYEES

**Department and/or  
Persons Concerned:** All Employees

**Due Date:** Immediately

**Action Requested:** Please electronically distribute, print and post these documents in a central location accessible to all employees, if applicable, at your site or department.

**Brief Explanation:**

The purpose of this circular is to provide a reminder of the procedures regarding outside employment in relation to your status as an employee with the San Diego Unified School District.

[Administrative Procedure 7035: \*Outside Employment of Employees\*](#) clearly outlines your obligations as an employee. In summary:

**Employees are prohibited from engaging in outside employment, activity, or enterprise for compensation which is inconsistent, incompatible, or in conflict with your duties with the school district.**

Employees may not use school district time, facilities, equipment (including the internet, network and district applications) supplies, prestige or influence in a manner clearly for private gain or advantage.

Other than from the District, employees are prohibited from receiving or accepting money or other consideration for an activity which employee is expected to render in the regular course or hours of his/her employment with the district.

Employees are prohibited from engaging in activities which results in employee's service to the district being less than satisfactory.

Employees must inform their supervisor of their intent to engage in any outside activity or employment which might be in violation of this policy. The supervisor will advise the employee in writing if the outside activity constitutes a violation. Supervisors who need assistance with this decision making should contact their Human Resource Officer.

Employees who violate these procedures may be subject to disciplinary action.

[Administrative Procedure 7046: Professional Responsibilities of Certificated Employees](#), specifically prohibit a teacher's remuneration for tutoring or private instruction of students presently enrolled, or who were enrolled in his/ her classes during the previous school year.

APPROVED:

A handwritten signature in black ink that reads "Acacia Thede". The signature is written in a cursive style with a large initial 'A'.

Acacia Thede  
Chief Human Resources Officer