HUMAN RESOURCES

Employment Outside of Prince William County Public Schools

I. Employees of Prince William County Public Schools (PWCS) shall not accept employment during regular work hours without use of approved leave, or during time that conflicts with the effective performance of their PWCS job duties, reflects adversely on the School Division, involves the unauthorized use of school property, equipment, or records, or creates a conflict of interest.

II. In the event the outside employment creates a potential conflict of interest, the employee should inform his or her supervisor who shall consult with the appropriate Associate Superintendent in conjunction with the Department of Human Resources.

III. The School Division reserves the right to require employees to provide information on outside employment.

IV. An employee who is on extended leave, in a paid or unpaid status, may not be employed by any other employer in any capacity during the period of leave except with the prior written authorization of the Division Superintendent (or designee).

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.