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| **Metropolitan Nashville Board of Education** | | | |
| Monitoring:  **Review: Annually, in February** | Descriptor Term:  **Non-School Employment** | Descriptor Code:  **5.607** | Issued Date: |
| Rescinds:  **HR 5.113** | Issued:  **07/01/11** |

**PROFESSIONAL PERSONNEL**

Professional positions may require additional hours during evenings or other times when ofﬁces may be closed. Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee’s regular position with the school system.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work. This includes the board's computer systems and networks and any conﬁguration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data ﬁles. This includes but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The board reserves the right to have all technology resource activity monitored.

When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of compensation provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of their work in the school system;
2. The work in no way reﬂects detrimentally upon the school system or its prestige;
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive compensation for work that is customarily within their regular position.1

**SUPPORT PERSONNEL**

Support personnel shall not be prohibited from holding employment outside the school system so long as such employment does not interfere with regular and overtime scheduled duties for the school system.

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| Legal References |  |
| 1. TCA 49-5-410 |  |