



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

EMPLOYMENT OUTSIDE OF DISTRICT ADMINISTRATIVE ASSIGNMENT | 4010.1

Administrative employees shall not, at any time, engage in employment that would affect their effectiveness in performing their assigned duties or in any way conflict with their assigned duties as an administrator.

It shall be the general procedure of this district that no administrator shall receive extra pay for an extra-curricular activity, extra-duty position, homebound instruction, summer school, evening school, or any similar program except that if the aforementioned positions have been duly posted and no qualified applicant has applied or is available. In such cases, an administrator may be recruited to fill the vacancy with the understanding that the appointment is subject to the approved rate of pay for the position and shall in no way interfere with the fulfillment of administrative duties.

If an administrator is recruited as stated above, the recruiting shall not commence until the Superintendent has granted approval. It is understood that any professional employee who receives an appointment to an administrative position and is at the time of the appointment in a position as listed above may, with the approval of the Superintendent, be allowed to finish the assignment or remain in the assignment until a suitable replacement can be obtained.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.

Office Responsible	Authorizing Code	RCCSD Board of Education Policy 4010
	CFO	
Attachments		N/A

Issued January 30, 2007
Revised August 23, 2010