



Dual Employment

Personnel
Policy
4013

Policy Statement

- By state and federal law and regulation, employees may be permitted to accept additional employment by another state agency with prior written consent. Overtime eligibility shall be based on the Fair Labor Standards Act.
- Any employee having dual employment under this policy must complete a time sheet every pay cycle which shall be signed by the employee and his/her supervisor and forwarded to the Business office.
- The employee's workday shall be consistent with the appropriate collective bargaining agreement or established schedule.
- The use of personal or vacation days for an absence under dual employment status shall receive prior approval.
- Dual employees who hold elective or appointive office are not entitled to time off from school duties for reasons incident to such offices.
- No employee shall engage in or have a direct or indirect financial interest in any activity or business that conflicts with or raises a reasonable question of conflict with his or her responsibilities in the District.
- Employees who hold elective or appointive office shall
 - Take precautions to distinguish between personal views and the policy of the district
 - Refrain from interfering with colleagues' exercise of citizenship rights and responsibilities
 - Not use institutional privileges, District resources, or working time to promote political activities.
- Upon request, The Board may grant a leave of absence without pay to an employee for the purpose of campaigning for or serving in public office.

Responsibility

The Superintendent and Board leadership shall be responsible for compliance.

References

14 Del. C. §§1717(c)
29 Del. C. §§5821-5822
Fair Labor Standards Act

Related policies: 4003 Staff Conduct and Ethics; 4010 Employment, Discipline, and Dismissal

Related documents: Administrative Memoranda "Employment Outside of Red Clay Administrative Assignment," "Political Activities on District Property"

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