



Prohibited Outside Employment

State law provides that no school employee shall directly or indirectly sell or be a party to any transaction to sell instructional materials, furniture, equipment, insurance, school supplies, or work under contract with the school where the employee is employed or associated. No employee of the school shall receive any commission or profit from the sale or any transaction to sell any instructional material, furniture, equipment, insurance, school supplies, or work under contract with school with which the individual is associated or employed.

No employee shall solicit or sell or be a party to a transaction to solicit or sell insurance or investment securities to any employee of the school whom such person supervises. The provisions of this policy shall not apply to a person making a sale in the regular course of business who complies with the provisions of Sections 13-1-21, 13-1-21.2 and 13-1-22 NMSA 1978.

The provisions of this policy shall not apply in cases in which school employees contract to perform special services with the school with which they are employed during time periods wherein service is not required under a contract for instruction, administration or other employment.

No employee shall engage in any outside employment which takes place during the school day, or hours under which the employee is required to work under his or her contract. In addition any employee is to notify the Executive Director of outside work or self-employment that may be of a concern to the Board and the School. Examples of outside employment that might be of concern include any employment that may:

1. Prevent the employee from effectively and efficiently completing assigned responsibilities;
2. Bring notoriety to the school; or
3. Present a conflict of interest.

The performance of such outside employment as described above by a School employee may subject the employee to discipline up to and including termination or discharge.

Approved by Governing Council on: February 24, 2021