

Request for Approval to Engage in Nonschool Employment

Last Name	First Name	MI	Date
Employee's Katy ID Number	Position	Campus/Department	

The (LOCAL) Board Policy and Administrative Regulation at DBD -- *Conflict of Interest* – state:

NONSCHOOL EMPLOYMENT – An employee who desires to engage in any type of employment outside his or her assigned duties during the contract period shall request the approval of his or her principal or supervisor and the Superintendent's designee prior to accepting such employment. This step is necessary to ensure that a potential conflict of interest with the proper discharge of the employee's assigned duties and responsibilities does not exist and that the employment does not conflict with the best interest of the District.

PRIVATE CONSULTING – Private consulting work for full-time District employees is discouraged. However, employees may be permitted to do so provided the work is performed off contract time and any contract days are charged to vacation, personal business, or compensatory days.

PRIVATE TUTORING – An employee shall disclose in writing to his or her immediate supervisor any private tutoring of district students for pay. An employee should not tutor students in the same grade/course(s) at the same school where the teacher is employed. An employee must receive approval of his or her principal or supervisor and the superintendent's designee.

NONSCHOOL-RELATED STUDENT ACTIVITIES: – An employee sponsoring nonschool-related student travel or other activities in the summer or during vacation times shall not take advantage of their access to students to advertise or promote student-focused activities. Employees must follow the same procedures as any other community member in advertising nonschool-sponsored activities or events for profit or personal benefit.

ADVERTISING AND ENDORSEMENTS – All advertisements for nonschool-related activities should clearly state that the activity/event is nonschool-sponsored or nonschool-related. Employees must be careful to separate their Katy ISD employment status from their status as a public citizen in sponsoring nonschool-related activities/events. (For example, an appropriate advertising statement would be "a teacher with 21 years experience".) Likewise, employees may not endorse products or companies using their Katy ISD employment status without proper authorization from the appropriate District-level administrator(s).

NONSCHOOL USE OF SCHOOL FACILITIES – An employee acting in his or her individual capacity as a nonschool user of a school/district facility shall be subject to the same fee(s) as designated for other nonschool groups/organizations according to the Facility Rental and Related Services schedule. [See Administrative Regulation GKD (EXHIBIT A)]

In accordance with Board Policy and Administrative Regulation at DBD, I hereby request approval to engage in the following nonschool employment:

<input type="checkbox"/> Private Consulting <input type="checkbox"/> Private Tutoring	<input type="checkbox"/> Nonschool-Related Student Activities <input type="checkbox"/> Other Nonschool Employment
Company Name	
Describe Duties	
Time/Duration of Responsibilities	
Endorsement Requested <input type="checkbox"/> Yes (If yes, please attach detailed description.) <input type="checkbox"/> No	

By signing below, I agree to abide by the District's Board Policies and Administrative Regulations regarding nonschool employment.

Signature of Employee	Date
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FOR OFFICE USE ONLY		
Signature of Principal/Departmental Supervisor	Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Administrative Approval (Human Resources Department)	Status <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date