



# Regina Roman Catholic Separate School Division # 81

<b>Personnel and Employee Relations</b> <b>7600</b> Secondary Employment	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	The Education Act, 1995, Sec. 231(2) STF Statement of Policy and Bylaws, Art.2.3.1 STF Code of Conduct, Article 1, 19 ER-2 Treatment of Staff and Volunteers
	<b>Status:</b>	Operational

## Preamble

The Board believes the first employment commitment of an employee is to the primary employer. As such, the Board expects that secondary employment should not interfere with an employee's ability to fulfill the roles, responsibilities, and contributions to the school division associated with their assigned position.

## Definition

- 1. Primary Employer**  
*For the purpose of this administrative application, primary employer refers to the Board of Education for the Regina Roman Catholic Separate School Division #81.*
- 2. Secondary Employment**  
*For the purpose of this administrative application, secondary employment is defined as employment with an employer other than the Regina Catholic School Division, including self-employment.*
- 3. Tutor**  
*For the purpose of this administrative application, "tutor" refers to the provision of instructional services outside of the regular school schedule for an agreed form of payment.*

## Application

1. All employees of the Regina Catholic School Division who engage in secondary employment or other work shall conduct themselves in a manner such that there will be no ethical conflict of interest.
2. It is improper for a professional staff member to accept or perform secondary employment that may have a deleterious effect on the status of a teacher within the community.
3. Teachers shall not tutor pupils assigned to them for instructional purposes.
4. Teachers shall not tutor pupils from their school without consulting with and obtaining the general approval of the pupil's teacher and the school principal.