

<b>Administrative Application</b>	
<b>Personnel and Employee Relations</b> <b>7600</b> <b>Secondary Employment</b>	<b>Last Reviewed /Approved on:</b> August 14, 2024
	<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 Saskatchewan Employment Act Policy 12 – Role of the Director
	<b>Status:</b> Operational

### **Preamble**

The Regina Catholic School Division (RCSD) believes the first employment commitment of an employee is to the primary employer. As such, the school division 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 the responsibility of RCSD to ensure that Secondary Employment is not permitted when it would:
  - a. Create either directly or indirectly a conflict of interest with the employee's primary employment; or create directly or indirectly any safety risk to students or staff of primary employer.

- i. Written application for secondary employment which may cause a safety risk for students or staff must be submitted and approved by Human Resources prior to engaging in employment. (i.e., working in health care facility during pandemic as secondary employment).
- b. Have an impact on, or create any possibility of conflict with, school division operations; or
- c. Impair in any way the employee's ability to perform all expected duties, or to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

3. 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.
4. Employees shall not provide services to students in which there is direct relation to their hired assignment. E.g. Teachers shall not tutor students assigned to them for instructional purposes. Private practice of professionals in direct relation to their assignment.
5. Employees shall not tutor students from their school without consulting with and obtaining the general approval of the student's teacher and the school principal.