

NONSCHOOL EMPLOYMENT DISCLOSURE

Board policy DBD (LOCAL) requires an employee to disclose in writing certain types of non-school employment.

Complete this form and submit to your immediate supervisor if you are currently employed or expect to be employed by a person or organization other than the District, and:

- You are providing private tutoring to one or more District students for pay; or
- You are engaged in employment that may create a potential conflict of interest with the proper discharge of your assigned duties and responsibilities or with the best interest of the District.

Employee's name: _____

Department and position with the District: _____

Date tutoring or other employment began or will begin: _____

Type of tutoring or other employment: _____

Assigned duties and responsibilities: _____

Location of tutoring or other employment: _____

District facilities may be used in accordance with all district guidelines/procedures.

Employee's signature: _____

Date: _____

Approved by: _____

Position in the District: _____

Date: _____