

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Outside Teaching, Writing and Consulting

Series: G24A

Reference: Board Policy Series G22

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24.01 **Conflict of Interest.** Employees are generally encouraged to teach, write and consult. However, Policy Series G22, Conflict of Interest, must be observed when engaging in such activities.

24.02 **Compensation/Instruction of KCS Employees.** It is permitted to provide outside instruction to employees of Kanawha County Schools for compensation except where such instruction is a condition of employment for Kanawha County Schools employees, in terms of certification, licensure, qualification or promotion, and where the instructor had voice, influence or control with respect to the decision to impose such condition of employment.

24.03 **Release Time.** Employee may be released from their regular assignments for the purpose of providing instruction where such instruction relates to Kanawha County Schools staff development goals and objectives. Permission from the immediate supervisor upon recommendation by the Director of Staff Development is required to obtain release time. Compensation may not be received for instruction provided on release time.

24.04 **Scheduling of Classes.** Employee may not provide outside instruction for compensation at a time which conflicts with the work day.

24.05 **Duplication, Materials and Supplies.** The use of Kanawha County Schools resources including duplication, materials, and supplies in connection with outside instruction, writing and consulting is generally prohibited. Where, however, such outside activity relates directly to Kanawha County Schools staff development goals and objectives, the Office of Staff Development may underwrite the cost of duplication, supplies and materials from its budget.