



Limestone District School Board recognizes that some employees may hold additional jobs outside their employment with the Board. Board employees are permitted to engage in outside work, including private practice, or hold other jobs, subject to certain restrictions based on reasonable business concerns of the Board.

1. Scope and Application

- 1.1. The following procedure will be applied consistently to all Board employees, and in compliance with all applicable statutes, regulations, collective agreements, policies, and procedures. The following rules for outside employment apply to all employees who intend to engage in outside employment. For the purposes of this procedure, “outside employment” shall include employment, private practice, or any activity, whether generating income/remuneration or not.
- 1.2. Work-related activities and conduct outside of employment with the Board must not compete with, conflict with, or compromise the Board’s interests, activities, or reputation. Furthermore, the outside employment shall not interfere with or adversely affect the Board employee’s duties, responsibilities and/or performance and/or their ability to fulfill all responsibilities to the Board.

This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information possessed by the Board.

- 1.3. Employees must carefully consider the demands that outside employment will create. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or different hours. If outside employment causes or contributes to job-related concerns, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related concerns.



- 1.4. Employees shall not use Board paid sick leave or personal leave to perform outside employment.
- 1.5. The Board reserves the right to approve or deny employee requests for leaves of absences in order to engage in outside employment, based on system needs and within the confines of the respective collective agreement/terms and conditions of employment.
- 1.6. This procedure should be read in conjunction with Administrative Procedure 403 - Conflict of Interest.
- 1.7. An employee's refusal to comply with the Board's reasonable request to terminate outside employment may result in immediate termination of employment with the Board.

Legal References:

Education Act S. 286 (1) Duties of Supervisory Officers: Visit Schools, Prepare Reports
Ontario Regulation 298 S. 11 Duties of Principals: Instruction, Discipline, Organization, Management
Administrative Procedure 403 – Conflict of Interest