

Employment
Series 400

Policy Title: Secondary Employment and Professional Services Code No. 413

Policy Statement

Students need to be served by Heartland AEA employees who are at their best. For this reason the Board expects Heartland AEA to be the primary place of employment for full and regular part-time employees. Secondary employment or professional services cannot interfere with employment at Heartland AEA. Employees cannot use public resources, materials, equipment, or facilities for personal gain.

Scope of Policy

The policy disallows employment that duplicates or has the potential to duplicate, replace, or interfere with services provided to districts, families, communities, and partners of Heartland AEA.

Accountability Overview

- Participation in all job-related Heartland AEA activities is required.
- Violations of this policy may result in disciplinary action.

Employees must consult with their supervisor prior to accepting work that may duplicate, replace or interfere with services provided by Heartland AEA or work that occurs in the following locations:

- Iowa AEAs outside of Heartland AEA
- Iowa Department of Education
- public/non-public school setting
- private provider (serving children and youth within Heartland AEA regions/districts)
- self-employed

Date of Adoption:

May 13, 1985

Reviewed: 2/11/97, 5/8/01

Amended: 5/14/91, 4/14/92, 9/8/98,

12/13, 11/15, 5/12/20