

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4113.12 / 4213.12

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

**REVISED: 05/31/16
08/18/25**

SUBJECT: Outside Employment and Scheduling for Employees

Employees shall serve the number of days indicated for their individual positions or contracts.

Individual schedules may be different in order to accommodate individual programs of professional advancement (summer school) or special assignments of a professional nature. All schedules must be coordinated with the County Superintendent or a designated representative to avoid any conflict with the regular office working schedule.

When an employee is required to work on weekends, holidays, or any other day not considered a regular workday, the days worked will be counted as part of the regular work year. Permission to work on days other than regular workdays must be granted by the immediate supervisor prior to the occurrence.

Any adjustments to an employee's work year or contract shall be at the discretion of the immediate supervisor, with written approval by the Superintendent or a designated representative. Days worked in excess of those indicated for the position may, with prior written approval of the County Superintendent, Deputy Superintendent, or Associate Superintendent, be carried forward to the following year, to be credited as days worked. No more than ten (10) working days may be carried forward into the following year.

SUPPLEMENTARY WORK

A VCOE employee shall not perform any work, service, or counsel for outside agencies during the employee's normal VCOE working hours except when the employee is in unpaid status or during supervisor-approved vacation. (The employee will not leave their VCOE position early nor call in sick or take personal leave days in order to work elsewhere).

Based upon generally accepted ethical standards of professional organizations and in compliance with Government Code 1126 and 87100, an employee seeking or acknowledging outside employment shall file a written disclosure statement with their immediate supervisor describing the nature of the employment and the time required.

A VCOE employee shall not make, participate in making or in any way attempt to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest.

A VCOE employee shall not be employed by outside agencies or be self-employed to perform the same duties, carry out the same responsibilities as they do for VCOE or be in conflict with the interests of VCOE unless described specifically to the supervisor and approved by the County Superintendent or designee.

A VCOE employee shall not utilize VCOE resources (i.e. equipment, materials and supplies) for private gain.

A VCOE employee shall not utilize the prestige or influence of VCOE for outside employment or personal use.

A VCOE employee shall not accept any compensation or benefit for educational services to a student enrolled in VCOE schools, without explicit authorization from their supervisor.

A VCOE employee shall not be employed by an agency or organization nor establish a private practice to provide services to those same individuals whom they would be expected to serve in their assignment.

OUTSIDE COURSEWORK / TEACHING

Members of the staff of the Ventura County Office of Education shall not enroll in college or university classes nor teach such classes during office hours without securing the written approval of the immediate supervisor and the County Superintendent or designee.

Attachments:

Outside Employment Approval Request Form

Legal References:

GOVERNMENT CODE
Government Code 1126 and 87100