

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Outside Activities of Classified Employees</b>	
Procedure No. 4231-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u><b>4231 – Outside Activities of Classified Employees</b></u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

Employees shall avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

-Employees sign a conflict of interest form.

#### **4. Equity Considerations**

Describe any equity considerations relevant to the implementation of this policy.

#### **5. Additional Information**

Describe any additional information relevant to the implementation of the policy.

Employees shall refrain from expressions that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.

ORC 3313.20