

DEFINITIONS

Secondary Employment – Any employment or activity outside of CPS for which an employee receives any type of compensation.

Intersession Winter break, spring break, or summer break for CPS employees who do not work for CPS during these periods.

GENERAL PROVISIONS

- Secondary employment may not conflict with the duties or demands of CPS employment
- Secondary employment may not conflict with scheduled CPS work time.
- CPS resources, e.g. photocopiers, phones, or email/internet, may not be used to perform secondary employment.
- Secondary employment may be engaged in during time when an employee is not scheduled to work, during furlough days, or during approved vacation or personal business days.
- Secondary employment may not be engaged in during sick time.
- An appropriate secondary form should be filed with the Board’s Ethics Advisor, as delineated below.

INTERSESSION NOTIFICATION FORM

An Intersession Secondary Employment Form must be filed with the Ethics Advisor if an employee works for CPS less than 52 weeks per year and is separately employed **only** during intersession (spring break, winter break, and summer break). If secondary employment occurs year-round, only a Secondary Employment Approval Form should be filed.

SECONDARY EMPLOYMENT APPROVAL FORM

A Secondary Employment Approval Form must be filed with the Ethics Advisor if the employee works for CPS 52 weeks per year, or if the secondary employment occurs during the school year.

Secondary Employment must be denied if there are substantive or time conflicts, but should not be denied for any other reason. Please consult with the Ethics Advisor for individual review. Approvers are as follows:

- The President of the Board approves secondary employment for the Chief Executive Officer (CEO), General Counsel, Inspector General, and all employees in the administrative office of the Board.
- The Chief Executive Officer approves secondary employment for the Chief Education Officer and executive officers which report to the CEO.
- The Chief Education Officer approves secondary employment for executive officers which report to the Chief Education Officer and Principal Fellows.
- The General Counsel approves secondary employment for attorneys and other employees in the Law Department.
- **The Chief of Networks approves secondary employment for all Chiefs of Schools.**
- Chiefs of Schools approve secondary employment for principals and Network Office employees.
- School principals approve secondary employment for school-based employees.
- The Director of Special Projects for Principal Quality approves secondary employment for Independent School Principals.
- The Chief Officers of departments approve secondary employment for employees in their departments.

QUESTIONS AND ANSWERS

Q: I am a teacher, and I conduct private basic math tutoring after school and during the summers. May I tutor students from CPS schools?

A: Yes, as long as you do not tutor students who are in your class or soon to be in your class, or use CPS resources to conduct your tutoring. However, if you are performing evaluations of student's educational needs, please consult with the Ethics Advisor for individual review.

Q: I was hired at an evening job that starts right after the end of my regular CPS work day. I will need to leave a little early each day for commuting time. Will my secondary employment be approved?

A: No. If your secondary employment interferes with your ability to complete your entire agreed-upon work day with CPS, it will not be approved.

Q: I work for CPS only during the school year and have a second job at a retail store during the winter holidays. What form should I complete?

A: If you are only working at your nonCPS job during winter break, you should submit a Secondary Employment Intersession Notification Form.

Q: I am a school speech therapist and I am providing services to a student in accordance with an Individualized Education Program. The student's parents want to pay me to continue the therapy privately over the summer. Is this permissible?

A: No, an employment relation with the student's family could compromise your objective evaluation of the student's needs.

ADDITIONAL INFORMATION

SECONDARY EMPLOYMENT



Violations of our Code of Ethics may result in disciplinary action up through discharge for employees, removal from office for officials, and debarment for vendors or contractors.

The above Guidelines are meant to explain and supplement, but not replace, the Code provisions regarding secondary employment.

To view the complete CPS Code of Ethics, please visit http://cps.edu/About_CPS/Policies_and_guidelines/documents/CPSCodeofEthics.pdf.

For specific inquiries contact Andra Gomberg, Ethics Advisor, at 7735531312 or agomberg@cps.edu.