

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 RESTRICTIONS

A CPS employee **may not**:

- Engage in secondary employment that conflicts with duties of CPS employment
- Engage in secondary employment that conflicts with scheduled time of CPS employment; e.g. work days and sick time
- Use CPS resources, e.g. photocopiers, phones, or email/internet, to perform any secondary employment

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.

THE APPROVAL PROCESS

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 listed below:

- The President of the Board approves secondary employment for the CEO, CFO, General Counsel, Inspector General, and all Board administrative office employees.
- The CEO approves secondary employment for other executive officers.
- The Chief of Networks approves secondary employment for all Chiefs of Schools.
- Chiefs of Schools approve secondary employment for principals and Network Office employees.
- Principals or department heads approve secondary employment for bargaining unit employees who work less than 52 weeks per year.

INTERSESSION NOTIFICATION FORM

An Intercession 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 during intercession.

QUESTIONS AND ANSWERS

Q: I am a teacher and I do 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 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 non-CPS job during winter break, you should submit a Secondary Employment Intercession 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.

SECONDARY EMPLOYMENT



ADDITIONAL INFORMATION

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.

Please review the complete [CPS Code of Ethics](#).

For specific inquiries, contact Jennifer L. Chan, Ethics Advisor, at ethicsinquiries@cps.edu.