

Pre-Approval Form for Montgomery County Public Schools (MCPS) Administrative Leadership Team Outside Employment

MONTGOMERY
COUNTY
PUBLIC
SCHOOLS
Maryland

Office of the Chief of Staff
Office of the General Counsel
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

MCPS Form 460-50
October 2022
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For more information, see See Board of Education Policy BBB, *Ethics*, and MCPS Regulation GCA-RA, *Employee Conflict of Interest*.

INSTRUCTIONS

This form should be completed by Administrative Leadership Team (ALT) members who seek to engage in outside employment, and submitted to their direct supervisor. Outside employment is defined as: any compensated work that a MCPS employee performs for a non-MCPS entity or organization, whether for-profit or non-profit. Outside employment includes, but is not limited to, teaching, consulting, research, and speaking engagements.

PART I: To be Completed by Administrative Leadership Team Member

Printed Name: _____ MCPS ID# _____

Administrative Leadership Position Title: _____

Name of the non-MCPS entity or organization for which the MCPS employee seeks to perform outside employment:

Description of the duties to be performed:

Estimated total time commitment (per week, per month, and per year): _____

Estimated schedule (e.g., one evening per week, weekends only, etc.): _____

Anticipated start date (or actual start date if outside employment commenced before July 1, 2022):

Start Date ____/____/____ End Date (if applicable): ____/____/____

Explanation of the steps that will be taken to ensure that the outside employment does not unduly infringe upon the employee's MCPS job responsibilities:

List other outside employment already approved:

☐ ____ (Initials) I have reviewed Board Policy BBB, *Ethics*, and have not identified any ethical concerns.

☐ ____ (Initials) I have reviewed MCPS Regulation GCA-RA, *Employee Conflict of Interest*, and have not identified any potential conflicts of interest.

☐ ____ (Initials) I understand that in addition to obtaining this approval, I also must submit a leave request in advance and receive the required approval for any period of time during the regular workday that I engage in outside employment.

Signature of Administrative Leadership Team Member _____ Date ____/____/____

Distribution: Original–MCPS Chief of Staff, Copy 1–Administrative Leadership Team Member, Copy 2–Administrative Leadership Team Member Direct Supervisor

PART II: TO BE COMPLETED BY DIRECT SUPERVISOR

Supervisor printed name: _____

☐ This outside employment is **APPROVED**

☐ This outside employment is **NOT APPROVED**

☐ This outside employment will be referred to the Board of Education's Ethics Panel

Signature, Direct Supervisor _____ Date ____/____/____

PART III: TO BE COMPLETED BY THE SUPERINTENDENT OF SCHOOLS

☐ This outside employment is **APPROVED**

☐ This outside employment is **NOT APPROVED**

☐ This outside employment will be referred to the Board of Education's Ethics Panel

Signature, Superintendent of Schools _____ Date ____/____/____

* In light of the significant time obligations involved and in order to avoid any potential conflicts of interest, the definition of outside employment also includes service as an officer, director, or board member of any non-MCPS entity or organization, regardless of whether the service is compensated or in a volunteer capacity. For example, this includes leadership roles in state or national organizations, as well as local non-profits.