

SASED Policy
Regarding Private Professional Practice by Employees
Licensed by the Illinois Department of Financial and Professional Regulations

The following guidelines have been established to maintain the quality of service to SASED recipients as well as enable our staff to provide service in the community. This policy includes, but is not limited to speech and language specialists, licensed psychologists, social workers, physical therapists, and occupational therapists. Licensed employee is defined as those who are licensed by the Department of Financial and Professional Regulations.

1. All professional employees shall be expected to adhere to the individual code of ethics governing their respective profession and to obey the state and federal laws regarding the licensing and performance of their skills.
2. An employee shall construe nothing in this policy to authorize private practice where such private practice is prohibited by all applicable ethical codes or guidelines, or any statute, rule, or regulation.
3. Private practice by SASED employees shall **not** be provided on SASED time.
4. SASED will be considered the primary employer, and the needs of the student shall be of primary consideration.
5. Practitioners accepting cases in the private sector from any SASED District are to inform their Special Education Administrator or designee of their intent in writing (Letter of Intent for Licensed Employees Regarding Private Professional Practice-form). Should there be any problems, concerns, or questions regarding the acceptance of private practice as previously mentioned, the Director/Assistant Director of SASED shall notify the employee in writing within 10 days of receipt in the Director's office. *Private practice is professional service rendered to any student outside normal work day for private pay.*
6. In instances of possible conflict of interest between the objectives of SASED and those established in the service being provided in the private sector, the employee will be expected to explain the possible conflict of interest to the client or responsible adult. This could result in not accepting a particular case in the private sector, referral to another practitioner, or in termination of an existing case in a manner which is not injurious to the recipient. *Conflict of interest is having goals for a recipient in the private sector which are in conflict with the objectives in place at SASED.*

7. If a SASED employee maintains a conflict of interest relationship, sanctions may be instituted by SASED. Sanctions could include a letter of reprimand, suspension with pay pending an investigation, termination of employment, and/or referral to the appropriate professional body, licensure board, or the Department of Financial and Professional Regulation of the State of Illinois. *This section on sanctions shall not be intended or exercised to abrogate any rights which exist under the collective bargaining agreement between SASED and SASED EA IEA-NEA. Said collective bargaining agreement currently in effect shall be controlling regarding employee discipline related to the aforementioned.*

Revised: November 2013
Adopted: January 2014

SASED Policy
Regarding Private Professional Practice by Employees Licensed by the Licensure
Division of the Illinois State Board of Education

The following guidelines have been established to maintain the quality of service to SASED recipients as well as enable our staff to provide service in the community. Private practice is defined as any professional service rendered to any student outside a normal work day for private remuneration. Private is defined as payment for professional services. This does not include remuneration from any member district of SASED. This policy is limited to licensed employees, defined as those who are solely governed by the Licensure Division of the Illinois State Board of Education.

1. All professional employees shall be expected to adhere to the individual code of ethics governing their respective profession where said code of ethics exists, and to obey the state and federal laws regarding the certification and performance of their skills. The employer shall make available to all professional employees a reference copy of the individual code of ethics pertinent to their profession.
2. An employee shall construe nothing in this policy to authorize private practice where such private practice is prohibited by any applicable ethical code or guideline, any statute, rule or regulation.
3. Private practice by SASED employees shall **not** be provided on SASED time.
4. SASED will be considered the primary employer and the needs of the student shall be of primary consideration.
5. Practitioners accepting cases in the private sector from any SASED Districts are to inform their Special Education Administrator or designee of their intent in writing (Letter of Intent for Licensed Employees Regarding Private Professional Practice-form). Should there be any problems, concerns, or questions regarding the acceptance of private practice as previously mentioned, the Director/Assistant Director of SASED shall notify the employee in writing within 10 days of receipt in the Director's office.
6. In instances of possible conflict of interest between the objectives of SASED and those established in the service being provided in the private sector, the employee will be expected to explain the possible conflict of interest to the client or responsible adult. This could result in not accepting a particular case in the private sector, referral to another practitioner, or in termination of an existing case in a manner which is not injurious to the recipient. *Conflict of interest is having goals for a recipient in the private sector which are in conflict with the objectives in place at SASED.*

7. If a SASED employee maintains a conflict of interest relationship, sanctions may be instituted by SASED. Sanctions could include a letter of reprimand, suspension with pay pending an investigation, termination of employment, and/or referral to the appropriate professional body, Licensure Division of the Illinois State Board of Education. *This section on sanctions shall not be intended or exercised to abrogate any rights which exist under the collective bargaining agreement between SASED and the SASED Education Association. Said collective bargaining agreement currently in effect shall be controlling regarding employee discipline related to the aforementioned.*

Revised: November 2013
Adopted: January 2014

**LETTER OF INTENT FOR LICENSED EMPLOYEES
REGARDING PRIVATE PROFESSIONAL PRACTICE**

To: _____(Special Education Administrator)

From: _____(Licensed employee) District(s) served

Re: Private Professional Practice

Date: _____

This letter will serve as notice that I desire to accept the following student (from any SASED member district),

_____ for Private Professional Practice. The parents of this child are

_____ who reside in the _____ School District.

This Private Professional Practice shall begin on _____.

This Private Professional Practice shall be in the form of _____

(tutoring, counseling, therapy, other).

SASED will notify me if this does or does not constitute a conflict of interest within 10 school days of receipt in the Director's or Assistant Director's office.

Employee Signature

Approved by Director/Assistant Director

Date