

Revised: 02/2005

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel
SUBJECT: Outside Employment
EFFECTIVE DATE: July 1987

POLICY NO: 03-032
PAGE(S): 1 of 1

Policy:

When an employee accepts a position on the staff of Cottonwood, Inc., he/she is prohibited from allowing outside employment to interfere or conflict with his/her employment with Cottonwood, Inc.

Procedures:

1. The employees' immediate supervisor and/or the department director will determine with the employee whether outside employment is in conflict with the individual's duties and responsibilities to Cottonwood, Inc.