



Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel

POLICY STATEMENT

It is the policy of The Cottonwood School that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of The Cottonwood School.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of The Cottonwood School if any of the following apply:

1. It involves the use of The Cottonwood School time, facilities, equipment, supplies, or the officer's or employee's position or influence with The Cottonwood School, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with The Cottonwood School.
3. It involves the performance of an act as part of the outside activity that involves services performed for The Cottonwood School.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use The Cottonwood School's name, logo, supplies, equipment or other property in connection with any outside activities.

PROCEDURE

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of The Cottonwood School, the officer or employee shall obtain a written determination of the Senior Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

Approved by The Cottonwood School Board of Directors on June 8, 2019.