

Policy 3.020.            Outside Employment

Employees shall not conduct any private business or undertaking during their C.E.S. working hours. Any outside business endeavor must not affect the time or quality of the employee's work for C.E.S., must not discredit or create embarrassment for C.E.S. and must not create a conflict of interest.

Employees shall not sell or promote the sale of instructional supplies, equipment or reference books at C.E.S.

Employees who engage in outside employment involving the promotion or sale of personal and household products do so entirely on their own initiative and without implied approval or endorsement by C.E.S. All such activity, including sampling, soliciting orders, and deliveries must be conducted outside of working hours and away from C.E.S. premises.

ADOPTED: December 13, 1990

REVISED: June 1, 2000