

Sec. 1. FREEDOM OF ASSOCIATION

An employee's participation in a community, political or employee organization activity shall be voluntary and shall not:

- Interfere with the employee's performance of assigned duties and responsibilities
- Result in any political or social pressure being placed on students, parents or staff
- Be associated with the employee's position or title with Chapel Hill Academy

Sec. 1. OUTSIDE EMPLOYMENT

Chapel Hill Academy expects its full-time employees to consider Chapel Hill Academy to be their primary employer. If an employee seeks additional employment outside of Chapel Hill Academy, approval is needed from direct supervisor and Human Resources with the understanding that approval will not be unreasonably withheld. Employees must adhere to the following guidelines.

- a. Hours of outside employment shall not coincide or conflict with Chapel Hill Academy hours of scheduled work.
- b. Outside employment shall not cause or appear to cause a conflict of interest with Chapel Hill Academy employment.
- c. Outside employment may not affect the ability to perform satisfactorily in Chapel Hill Academy position.
- d. Outside employment shall not cause arrival late for, or leave early from, scheduled work hours.

Provided all of the above conditions are met, outside employment may be approved by supervisor. However, any failure to abide by these policies may result in revoking this approval.