

Section 20.2

Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment.

Section 20.3

Such employment policies shall be enforced by the Executive Director by implementing an "Outside Employment Report Form" within the Agency and enforcing a mandatory reporting policy where applicable.

Section 20.4

Such employment may not occur with any employee whose assignments include being available for evenings or weekends, or during an employee's regular or assigned working hours, unless the employee is on annual leave, leave without pay, or has prior approval by the Executive Director.

ARTICLE XXI - EMPLOYEE ORIENTATION POLICY

Section 21.1

Prior to assuming their duties, all new employees will be given orientation concerning the Agency's Personnel Policies and Procedures.

Each new employee will be given a copy of the Personnel Policies and Procedures. It will be the employee's responsibility to read and become familiar with its contents. All new employees must sign a form verifying that they received and read the Personnel Policies and Procedures.

Present employees will receive updated and current amendments.

NORTHWEST COMMUNITY ACTION, INC.
PERSONNEL POLICIES AND PROCEDURES
REVISED AND UPDATED Effective August 21, 2009

ARTICLE XXII - TRAINING AND CAREER DEVELOPMENT

Section 22.1