

Caughlin Ranch Homeowners Association
Secondary Employment Policy

Caughlin Ranch Home Owners Association (“Caughlin Ranch”) recognizes your right to spend your non-working time away from work as you please and understands that you may desire to engage in secondary employment outside of the normal Caughlin Ranch work hours of the employee; however, during Caughlin Ranch normal work hours, the employee must devote their entire time and efforts to Caughlin Ranch business for which the employee is employed. Secondary employment cannot occur during the normal Caughlin Ranch work hours of the employee, pose a conflict of interest or interfere with the position you hold with Caughlin Ranch, affect your ability to meet scheduling needs or performance standards for your position, or create liability for Caughlin Ranch. Caughlin Ranch must also be able to ensure that secondary employment does not interfere with or compromise Caughlin Ranch’s interests. As such, employees must refrain from any secondary employment which is conducted during the normal Caughlin Ranch work hours of the employee, having a financial interest, investment, association with businesses that are conducting activities that are inconsistent with or compete with Caughlin Ranch’s best interests. An employee is also not permitted to exploit his or her position with Caughlin Ranch for personal gains. This includes charging for work that should be provided to homeowners as part of employee's employment.

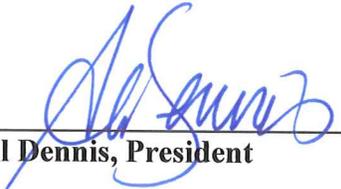
Prior to beginning any secondary employment, employee must discuss the appropriateness of such secondary employment (including self-employment) with the General Manager. If the General Manager does not object to the secondary employment proposed, employee must submit a request in writing to the General Manager indicating the nature of the job, the proposed hours, and the proposed employer before employee accepts secondary employment or becomes self-employed. The General Manager will then make a final determination of whether the job is a “conflict of interest” with employee's current position at Caughlin Ranch. Employee will be notified in writing of the decision within seven (7) days. The decision may be appealed to the Board of Directors whose decision will be final.

If approval of secondary employment or self-employment has been obtained, that approval will only be for work outside the normal Caughlin Ranch work hours of the employee, Monday through Friday. Employees are prohibited from using Caughlin Ranch equipment, supplies, dumpsters, or premises for secondary or self-employment.

Additionally, if employee has obtained approval for secondary employment for a Caughlin Ranch homeowner, employee or employee's employer must obtain appropriate business licenses, insurance, bonds and contractor licensing as appropriate for the work to be performed. Employee must also ensure that the homeowner is aware that employee is not working on behalf of Caughlin Ranch and that all of employee's secondary work is conducted outside the normal Caughlin Ranch work hours, Monday through Friday. If employee fails to abide by these requirements, the approval for secondary work will be revoked. If employee continues the secondary work without approval, he or she shall be subject to disciplinary action up to and including immediate termination of employment.

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Approved by the Caughlin Ranch Board of Directors at a duly noticed meeting on March 28, 2018.



Al Dennis, President



Michele Attaway, Vice President