Policy Statement - A conflict of commitment arises when a staff member undertakes external commitments (i.e., additional employment or significant outside activity) that burdens or interferes with the performance of the duties and responsibilities of the primary appointment with Cornell Cooperative Extension. Appointment to a full-time position at the Association is considered to be a staff member’s primary position of employment. Additional employment is secondary and will not interfere with the performance of all the duties and responsibilities of the position hired for in the Association. It may not be possible to engage in additional employment at the association or elsewhere without interfering with the primary appointment.

The following can present the potential for conflict of commitment and/or interest concerns. Prior review and approval by the Executive Director is required prior to engaging in such activities. This approval should be in writing and filed in the staff member’s personnel file.

Outside Employment - For the purpose of this policy, "outside employment" will encompass paid employment with another employer, self-employment activities, and employment undertaken without pay (that is, acceptance of a job that would normally involve pay, e.g., teaching a course at a local college or serving as a bookkeeper for an organization or business).

Full-time Staff - All full-time staff (exempt staff in particular) are expected to devote their vocational efforts and abilities to Association purposes. A degree of flexibility in an educator’s work schedule is required that normally precludes outside employment. All staff members should consider the effect of outside employment on their ability to perform their Association duties and must be alert to any criticism of the Association that may result from such employment.

Part-time Staff - Staff members who hold part-time appointments commonly will have major obligations and commitments, not only to Cornell Cooperative Extension, but to one or more outside agencies. Although there may be a much clearer distinction between the duties and responsibilities as Association staff members and as private individuals, the potential for conflict may be significant. As such, part-time employees are expected to exercise special care in disclosing and fulfilling their multiple obligations. More latitude may be exercised in regard to participation in outside employment so long as there is no conflict of interest with the mission of CCE or conflict of commitment.
**Volunteer Activity** - Prior to becoming involved in a volunteer activity, a staff member should consider the following:

- The time commitment to the volunteer activity. It should not affect the performance of their extension job;
- The volunteer activity should not appear to be in conflict with the commitment to or the intent of Association's mission;
- The volunteer activity should not appear to give Association support to a partisan interest group; and
- The volunteer activity should not reflect negatively on Association.

**Guidelines** - The following guidelines have been established for an employee who engages in outside work:

- Staff members whose primary responsibility is educator cannot receive reimbursements of any kind for work done within New York State that could be perceived as a material conflict of interest with Extension programming.

- Outside employment as well as business, volunteer, or professional activities that constitute a material conflict of interest and/or commitment with CCE will not be approved and will be subject to disciplinary action.

- Involvement in any significant outside activity, including employment, must be reviewed and approved by the executive director prior to such involvement. Approval is good for one (1) calendar year. Approval must be renewed each year.

- Each employee is responsible to inform her/his supervisor of any potential conflicts of interest or commitment and to disclose any unforeseen conflicts as they emerge.

- Dual employment with another association or Cornell University (full-time staff members).

- Part-time staff members may work in more than one association or with Cornell University.

- Associations (or Cornell University) may contract to utilize an employee of an association. In such instances, the Association should be reimbursed to cover the salary of the staff member.

- Staff members in dual employment, or in a contractual situation must be paid through the payroll system and not as an independent contractor or consultant.