

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-033

SUBJECT: Professional & Community Involvement

PAGE(S): 1 of 1

EFFECTIVE DATE: July 1987

Policy:

Cottonwood, Inc. encourages all employees to be active in community affairs and professional organizations in order to continue their career advancement and to be of service to the community.

Procedures:

1. Leave with pay for such activities will be considered on an individual basis, subject to the approval of the department director.
2. Reimbursement for membership fees or expenses incurred from participation is not generally made. However, if such participation is deemed to be of value to Cottonwood, Inc. the employee's supervisor may request reimbursement. Approval or disapproval decisions will be made by the CEO.