



## Sample Outside Employment Policy

The following is a Sample Outside Employment Policy. Utilize the content to assist in the creation of your own policy on your organization's letterhead.

### OUTSIDE EMPLOYMENT POLICY

The employee(s) who work on CACFP responsibilities for \_\_\_\_\_ [name of organization] is/are restricted from additional outside employment that could interfere with the performance of CACFP related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

The employee(s) is/are required to inform their immediate supervisor of any outside positions held. The supervisor will determine whether or not the outside employment constitutes a real or apparent conflict of interest with CACFP-related duties and responsibilities. If it is determined that the outside employment constitutes a conflict of interest, the employee could be asked to limit or restrict the outside employment.

This policy is not intended to restrict an employee from working a second job. The immediate supervisor shall notify the employee if there is a determination that the outside employment is not in compliance with integrity guidelines.

This policy or a similar document for \_\_\_\_\_ [name of organization] is located in one of the following:

- CACFP Policy and Procedure Manual
- Addendum to the position job description
- Personnel File for CACFP employee