



Arizona Department of Education
Child and Adult Care Food Program
Sample Outside Employment Policy

The following is a ADE's 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 make the determination of 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 position job description
- Personnel File for CACFP employee