**TEMPLATE**

***Delete Instructions Prior to Submission for Approval***

**Instructions: Institutions participating in NC CACFP may adapt this template to reflect their institution’s policies and procedures or use an existing outside employment policy. All outside employment policies must include the elements listed below under “Policy.” Highlighted items should be modified to reflect your Institution’s procedures.**

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| --- | --- | --- | --- | --- |
|  |       |  |       |  |
|  | (Institution Name) |  | (CACFP Agreement Number) |
| **PURPOSE** |
| This policy restricts other employment by employees which interferes with an employee’s performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest. The policy and procedures below describe [INSTITUTION]’s practice for ensuring compliance with Outside Employment restrictions per 7 CFR §226.6(b)(2)(vii). |
| **POLICY** |
| * No employees with Child and Adult Care Food Program (CACFP) responsibilities and duties shall have other employment within or outside the institution that interferes with the completion of those CACFP responsibilities and duties.
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| * Any employment outside of employees’ CACFP responsibilities and duties must not constitute a real or apparent conflict of interest with the CACFP.
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| **PROCEDURES** |
| * The
 | PROGRAM DIRECTOR  | will provide a copy of the CACFP Outside Employment Policy to all employees with CACFP responsibilities and duties  |
|  (Title of Authorized Representative) |
| * The
 | TRAINING COORDINATOR | will discuss the Outside Employment Policy during annual staff training. |
|  (Title of Authorized Representative) |
| * The
 | HR DIRECTOR | will ensure that no employees with CACFP responsibilities and duties have outside employment that violates this policy.  |
|  (Title of Authorized Representative) |
| * All staff with CACFP duties will disclose if they have other employment within or outside the institution that interferes with the completion of his/her CACFP responsibilities and duties or constitutes a conflict of interest with the CACFP.
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| * The following action will be taken if an employee is found to have other employment within or outside the institution that interferes with the completion of his/her CACFP responsibilities and duties or constitutes a conflict of interest with the CACFP:

***(Example) The employee will be given a written warning if he/she is found to have outside employment that interferes with his/her CACFP responsibilities and duties or if such employment constitutes a conflict of interest with the CACFP. If he/she does not terminate the conflicting outside employment within 30 days of written notice, he/she will be terminated from employment at the institution.*** |
| **INSTITUTION INFORMATION** |
|  |  |  |  |  |
|  | (Print Name of Authorized Representative) |  | (Title of Authorized Representative) |  |
|  |  |  |  |  |
|  | (Signature of Authorized Representative) |  | (Date) |  |
|  |  |  |  |  |
|  | **Date(s) of annual policy review:**      |  |