

## **OUTSIDE EMPLOYMENT**

### **PURPOSE**

To prevent problems of supervision, safety, security and morale.

### **SCOPE**

This policy applies to all employees at all Center for Family and Child Enrichment locations.

### **POLICY**

You are to notify the Center for Family and Child Enrichment, Inc of any outside employment you hold. If your job entails the direct care of children, you may not work full time with another employer and remain full time with CFCE, Inc.

If you wish to obtain a second job while employed with CFCE, Inc., you must seek prior approval from your immediate supervisor.