**SO Name**

**Policies**

**Hiring Procedures**

Explain your SO hiring procedures here.

**Types of Positions**

Regular full-time employees are those hired to work 40 hours per week. The position isincluded in the organization’s core organizational chart which includes ongoing programsand responsibilities, or the employee has been employed to initiate a new program that willpresumably be ongoing as continued finding is available.

Note: Each position must have a job description that contains:

• General Descriptions

• Minimum Qualifications

• Example of Work Performed

***(the point here is to explain that you have adequate positions to cover all CACFP responsibilities)***

Regular full-time employees are eligible for all benefits, including retirement plan, flexible spending account program, grouphealth insurance, long-term disability insurance, life insurance, paid holidays, and vacationand personal leave.

***List salary and fringe benefit information here***

**Office Schedule, Notification, Pay Periods, and Holidays**

**SO NAME** offices are open from **TIME, DAYS**. The supervisor is responsible for scheduling hoursof work for assigned personnel either working the normal weekly 40 hours or a predetermine number of reduced hours.

If, for any reason, an employeewill not be able to be at work on a given day, the employee is expected to **EXPLANATION**.

Employees should check out and check in whenattending meetings away from the office and for those which occur outside of regular officehours. If circumstances allow, advance notice for absences is preferred.

The **LENGTH** lunch period should be taken as scheduled by the supervisor. All lunch periodsare normally scheduled between 11:00 AM and 1:00 PM. Lunch periods may notbe added to the beginning or end of a day unless prearranged with a supervisor.

Employees will be paid **EXPLAIN WHEN AND HOW EMPLOYEES ARE PAID**

**SO NAME’s** office will be closed:

**LIST HOLIDAYS AND OTHER PLANNED CLOSURES**

**Paid Leave/Leave of Absence**

**Explain your policies for accrued vacation/sick leave. How are they accrued, when does it begin accruing, when can employees request leave.**

**Compensation Policy**

**Explain your policy of how compensation is determined and how increases are evaluated.**

**Termination**

Employees may be terminated from any position at the discretion ….. **explain your process.**

**Restricting Outside Employment Policies**

**SO NAME** allows CACFP employees to hold outside employment as long as that employment is not with another agency or program that operates the CACFP. The outside employment must not conflict with regular working schedules set up by the immediate supervisor. CACFP employees must submit in writing a request to hold outside employment. The request must include the days and hours the employee will be working. The request will be reviewed and approved or disapproved by the **NAME OF PERSON WHO HAS THE AUTHORITY TO DO THIS.**

**Sponsoring Organization Key Staff Training**

**SO NAME** will provide annual training thereafter for key staff/providers/site representatives covering the following required topics, at a minimum:

a. Meal Pattern

b. Meal Counts

c. Claim Submission

d. Claim Review Procedures

e. Record Keeping Requirements

f. Reimbursement System

g. Civil Rights

Training methods include conference/meeting style, one-on-one, online, or self-paced curriculum. Online and self-paced curriculum must include documentation, post-training, and benchmarks, email confirmation, questions, and answers, and include sign-in/log-in records. Documentation of dates, locations, required topics with supporting documentation, and staff participating will be maintained by **SO NAME**.

**This institution is an equal opportunity provider.**