



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> OUTSIDE EMPLOYMENT AND CONSULTING SERVICES	<b>Number:</b> 6.03	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 5/8/96, 10/22/02, 3/27/07, 2/22/11	

Realizing that the success of the College is to a great extent dependent upon the good will, support, and respect of the community and that all contacts between the community and College employees affect public opinion of the College, employees must conscientiously evaluate outside employment, including opportunities with regard to professional and ethical propriety.

Full-time College employees are expected to devote their best efforts to the performance of their job responsibilities at the College. Outside, full-time employment is not permitted; but even part-time employment may present a conflict of interest or negatively impact the employee's ability to perform his or her duties. "Outside employment" includes holding public office, regardless of whether the office is elective or appointive, paid or non-paid.

College employees may provide outside consulting services for compensation as long as the outside consulting services do not involve processes or documents which were developed in the course of performing their duties and responsibilities at the College and which might reasonably be considered as property of the College. Consulting for fees must be performed outside the normal College duty hours or by using either vacation or personal leave. Consultation with accrediting associations, visits to other institutions as a team member representing the accrediting association, and consulting services related to the employee's position at the College that result in reimbursement of expenses are permissible and may be performed while the employee is on temporary leave, provided that the employee obtains approval from his/her immediate supervisor.

This policy applies to all full-time employees, including the President of the College.

The following conditions apply to outside employment which may be permitted:

1. That such outside employment does not interfere with the assigned duties and responsibilities or the efficiency or productivity of the employee.

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2. That the official connection of the employee with the College is not used by the employee to obtain outside employment, and that the name of the College, including the use of College stationery, seal or logo is not used in the performance of outside employment without the specific permission of the President.
3. That the employee does not perform any duties associated with the outside employment while on duty for the College.
4. That the employee does not request that any other College employee assist him or her with those outside employment activities during the time the other employee is on duty at the College.
5. That the employee does not use College supplies, materials or equipment, including, but not limited to, telephones, copying machines, faxes or computers with any outside employment during either duty or non-duty hours at the College.
6. That no supervisory personnel shall offer or provide outside employment to a College employee serving under that person's direction or control.

Employees are expected to notify their immediate supervising Vice President or Provost in writing of their intentions before accepting outside employment and/or consulting. Such requests will be denied only if the outside employment does not meet the provisions stated in this policy. The written request will be sent to Human Resources for inclusion in the requestor's personnel file.

Failure to adhere to this policy may result in disciplinary action up to and including termination from the College.