



## COLLEGE of CENTRAL FLORIDA

### ADMINISTRATIVE PROCEDURE

<b>Title: Outside Employment and Consulting Services</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.03</b>
<b>Date Approved/Revised:</b> 2/16/05, 2/28/11	<b>Division: Administration &amp; Finance</b>

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. (Board Policy 6.03)

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. (Board Policy 6.03)

Full-time employees who wish to consult or be employed beyond their college assignment must file a Notification of Engagement in Outside Employment and Consulting Services, as follows:

1. File form with immediate supervisory Vice President or Provost before accepting outside employment or consulting services.
2. Amend form when outside employment status changes.
3. The Vice President or Provost shall confer with employee, if necessary, in order to certify that no conflict with College employment exists, signs form and forwards to the Human Resource office to be included into the employee's personnel file.
4. The employee may appeal any disapproval of outside employment or consulting services to the President.
5. This procedure applies to employment and consulting services other than College-related activities such as teaching in the Continuing Education program or other supplemental assignment authorized by the College.

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Forms for NOTIFICATION OF ENGAGEMENT IN OUTSIDE EMPLOYMENT AND CONSULTING SERVICES are available on the Intranet under “Forms”, Human Resources.

Vice President, Administration & Finance		Date:
Approved by President		Date: