

# MANUAL OF POLICY

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**POLICY NUMBER:** II-18

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**POLICY TITLE:** Full-Time Personnel: Outside Employment

**LEGAL AUTHORITY:** FLORIDA STATUTE 112.313

**DATE OF LAST REVIEW:** 6/21/2005, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013 and 9/17/2024

**DATE OF BOARD ACTION:** 7/10/1974, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013 and 9/17/2024

- A. All full-time employees are required to disclose to immediate supervisor all outside employment.
- B. Full-time personnel shall not engage in outside employment which:
1. Conflicts with required work hours, work day or work week at the College;
  2. Adversely affects College job performance.
  3. Might reasonably be considered to conflict with College goals and objectives in the community.
  4. Is in conflict with Code of Ethics for College employees.
- C. Employees may not use their position with the College for personal gain through outside employment. This outside employment shall not bring discredit to the College, nor should the name of the College be used to acquire an outside position.
- D. Violation of this policy will be addressed in accordance with College Procedure 2410: Performance Standards and Appeal Process for All Professional Exempt Contractual and Support Employees, College Procedure 2160: Part-Time Employee Performance Standards or through the Collective Bargaining Agreement for instructional personnel.

	9/17/2024
<b>CHAIRMAN</b>	<b>DATE</b>