

**Policy:**

It is the policy of the County to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions.

**307:1 GENERAL PROVISIONS**

1. The County requires that employees' activities and conduct away from the job must not compete, conflict with or compromise its interest, or adversely affect job performance and the ability to fulfill all responsibilities to the County. This requirement, for example, prohibits employees from performing any services for customers on non-working time that are normally performed by County personnel. This prohibition also extends to the unauthorized use of any County tools or equipment and the unauthorized use or application of any confidential information or techniques. In addition, employees are not to solicit or conduct any outside business during paid working time.
2. Employees may be permitted, but are not encouraged, to engage in outside employment or other work activity.
3. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.
4. Employee requests for permission to accept outside employment, including self employment, must be submitted in writing to the employee's immediate supervisor. The request must state any pertinent information about the outside employer, the nature of the job and the hours of employment. Employees must obtain prior written approval from management in the form of an Outside Employment Form before any outside employment or other work activity is undertaken. Failure to do so will be cause for disciplinary action. The immediate supervisor must forward the approved form through lines of supervision to Human Resources for inclusion in the employee's personnel file.
5. Department directors and Human Resources will be particularly concerned about outside work requests that:
  - (a) May reduce the employee's efficiency in working for the County;
  - (b) Involves working for an organization which does business for or with the County, such as contractors, suppliers and customers;
  - (c) May adversely affect the County's image; or
  - (d) Violates County policy or the State Conflicts of Interest Law, Section 112, Florida Statutes.
6. Employees who have accepted outside employment are not eligible for paid leave when the absence is used to work on the outside job. Fraudulent use of leave will be cause for disciplinary action up to and including termination.

## **OUTSIDE EMPLOYMENT**

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