

## College Operating Procedures (COP)



**Procedure Title:** Other Employment  
**Procedure Number:** 05-0307  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy 6Hx6:5.02  
Florida Statute 1001.64, 1004.65  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 1/15/2010; 11/1/2010, 11/18/2020, 8/28/2025

**Purpose Statement:** When an applicant accepts a position and becomes a full-time employee of FSW they are expected to devote their professional focus to the work of the College. Outside employment should not compete or conflict with the activities of FSW.

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### **External Employment**

Full-time College employees may have limited outside employment upon receiving prior written approval from their immediate supervisor and provided:

1. Such outside employment does not interfere with the assigned duties and responsibilities or the efficiency or productivity of the employee. Full-time job requirements at FSW are expected to take priority over any outside part-time employment obligations.
2. 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 or designee.
3. The employee does not perform any duties associated with the outside employment while on duty for the College.
4. The employee does not request that any other College employee assist him or her with activities related to outside employment during the time the other employee is on duty at the College.
5. 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. No supervisory personnel shall offer or provide outside employment to a College employee serving under that person's direction or control.
7. Before accepting or engaging in any outside employment, the employee must initiate a formal request through the designated workflow in the FSW Portal and receive written approval from their immediate supervisor. This request must be submitted and approved prior to accepting or beginning any outside employment. Failure to obtain prior approval for outside employment will result

in disciplinary action up to and including termination of FSW employment.

8. The College reserves the right to periodically review approved outside employment arrangements to ensure continued compliance with this policy. Employees are required to provide updated information about outside employment upon request.
9. After initial approval, employees will be required to submit an updated workflow request whenever the outside employment circumstances changes. For example, an employee received approval for working a certain number of hours per week at a local business then the employee adds another limited employment job working at another employer or increases the amount of hours at the approved employer. Full-time employees must understand and acknowledge that their primary employment obligation is to Florida SouthWestern State College. Any outside employment must be secondary and cannot impede the employee's ability to fulfill all College responsibilities, including potential evening or weekend assignments, emergency situations, or other circumstances that may arise.
10. If FSW determines that your outside work interferes with performance or the ability to meet the requirements of the position (as they are modified from time to time), you may be asked to terminate the outside employment if you wish to remain with FSW.
8. Per College Operating Procedures 05-0903 - No employee shall have or hold any employment or contractual relationship with any business entity which is doing business with the College; nor shall an employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his/her private interests and the performance of his/her public duties or that would impede the full and faithful discharge of his/her duties.

Violation of any of these conditions may be grounds for termination or discipline or for the College's requiring that the employee terminate his or her outside employment.

Individuals may utilize vacation leave, personal leave with pay, or in extenuating circumstances, personal leave without pay to perform outside employment, provided proper approvals for the leave have been obtained prior to each activity.

In addition, it is recognized by the institution that employees are asked from time to time to provide highly specialized professional services to individuals and/or groups outside the college on a non-paid or volunteer basis. Florida SouthWestern State College believes such services rendered by employees are beneficial to the requesting group, to the person from whom such services are requested, and to the institution at large. Since requests for such services quite often involve work during scheduled working hours at or for the institution, approvals of such requests will be given on the basis of the merits of each individual case by the employee's immediate supervisor.

### **Internal Employment**

Florida SouthWestern State College employees may accept other College-related positions in addition to their normal duties (i.e., part-time teaching, test proctoring) given the employee meets the minimum qualifications for the position and provided:

- The additional work or teaching assignment is not during normal work hours, unless approved by the supervisor and appropriate Vice President/Executive.
- The other employment does not detract from or conflict with normal duties in the individual's regular position.

- The employee's immediate supervisor approves such activity prior to performance of the work or start of the class.

Generally, non-exempt (hourly) employees, whether full or part-time, are not authorized to accept any other employment with the College that is classified as exempt; likewise, exempt (salaried) employees, whether full or part-time, are not authorized to accept other employment with the College that is classified as non-exempt. This restriction precludes non-exempt employees from teaching credit or non-credit classes at Florida SouthWestern State College. Any exception to this procedure must be approved by the appropriate Vice President and the Chief Human Resource Officer, and applicable laws regarding compensation and overtime will apply. The Payroll Office and the Office of Human Resources must be notified in advance if an exception is requested to this procedure.

In the case of part-time teaching, an electronic contract will go through the FLAC process prior to commencement of the activity.