

## 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: 1/15/10; 11/1/10; 07/30/15

**Purpose Statement:** To provide all employees with guidelines for being employed outside of their primary position at the College.

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**Guidelines:**

**External Employment**

Full-time College employees may be employed on a part-time basis outside the College provided:

1. Such outside employment does not interfere with the assigned duties and responsibilities or the efficiency or productivity of the employee.
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 the 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 an employee engages in outside employment the employee must inform his/her immediate supervisor, in writing, of the outside employment opportunity in order for the

supervisor to determine if the outside employment will interfere with the employee's duties at Florida SouthWestern State College.

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.
- The other employment does not detract from or conflict with normal duties in the individual's regular position.

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 Director, Human Resources, 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 being requested to this procedure.

In the case of part-time teaching, a contract/personnel action form for Adjunct and/or Continuing Education instruction shall be properly completed prior to commencement of the activity.