

Florida Gulf Coast University  
**REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT/ACTIVITY**

To: \_\_\_\_\_  
(Department Head)

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Employee)

Check One  
(  ) New Request  
(  ) Update to Request on File

\_\_\_\_\_  
Explain in detail the outside employment (or activity) providing name, address and nature of duties:

(Attach additional pages as necessary)

Date outside activity begins and terminates: From \_\_\_\_\_ To \_\_\_\_\_

Estimated hours required per week for outside employment/activity: \_\_\_\_\_

Scheduled times of outside work: From \_\_\_\_\_ To \_\_\_\_\_

University office hours: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Will you be working directly or indirectly with a State agency? \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, list agency:

Source of funding (e.g. contract or grant; consulting; work for a non-State of Florida agency):

The above request is made with the understanding that the proposed employment/activity will not interfere with my normal duties with the university and that I will not perform any duties related to this outside employment during working hours at the university and that UNIVERSITY SUPPLIES, EQUIPMENT AND TECHNOLOGY RESOURCES WILL NOT BE USED. This employment/activity does not conflict with the regulations and policies of the University or Florida law.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Recommend Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head)

Recommend Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean – if applicable)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Vice President)

Notification will be provided in writing as soon as practicable when a determination is made that a proposed outside employment or activity constitutes a conflict of interest or will materially interfere with the employee's duties.

**(Faculty - Original to Academic Affairs Vice President Office for filing in employee's file)  
(A&P and Support Personnel Employees - Original to Human Resources for filing in employee's file)**

## Outside Employment and other Activities

Employees are expected to have a primary obligation to the University and to perform all duties pertinent to their position and employment in a full and competent manner. Being involved in an outside employment or other activity that materially interferes with an employee's obligations to the University is prohibited. For example, an employee should not claim to be an official University representative in connection with any outside employment or activity or use the University's name, proprietary marks or goodwill to promote an outside employment or other activities, unless prior written approval is obtained according to University regulations and policies.

An outside employment includes, but is not limited to:

- any private practice, private consulting, additional teaching or research;
- employment or other activity, compensated or uncompensated, which is not part of an employee's assigned duties and which the University has provided no compensation.

A conflict of interest means:

- any conflict between the private interests of the employee and the public interests of the University, the University Board of Trustees, the Board of Governors, or the State of Florida;
- including conflicts of interest specified under Florida Statutes, or;
- any activity which interferes with the full and faithful performance of the employee's professional or institutional responsibilities or obligations.

Before any University faculty member, A&P or Support Personnel employee engages in an outside employment or other activity that may be considered as a conflict, he/she must obtain approval, as follows:

- Faculty members, by the Vice President for Academic Affairs.
- A&P employees, by the respective Vice President for the department/unit.
- Support Personnel employees, by the dean/department head.

Employees engaged in any outside employment or activity, for which there is compensation, must submit a Request for Approval of Outside Employment/Activity form for approval.

Please note that the rule includes uncompensated activities that may create a conflict of interest. An employee must complete a form if they are engaged in an activity, even when there is no compensation, if that activity could be construed as involving a conflict of interest. If there is any question of whether an activity could involve a conflict of interest, the employee should seek approval according to this policy.

Each request for approval of an outside employment or activity will be evaluated to determine whether the proposal constitutes a conflict of interest or otherwise interferes with the employee's duties or the nature of the work performed. The review will consider whether the outside employment or activity will reasonably and materially interfere with the full performance of the employee's University duties. Some factors that may be considered include: the hours/days available for work, timeliness in reporting to or departing from work, quantity or quality of work performed, frequent or short-notice requests for accrued annual leave, misuse/abuse of sick leave, or effect on the employee's ability to meet prescribed standards of conduct, or whether such outside employment or activity is contrary to the goals and purposes of the employee's position.

Annual approval for an outside employment or activity is required. However, the reporting requirement does not apply to outside employment or activities performed wholly during a period in which the employee has no appointment with the University. An employee will be notified as soon as practicable when a determination has been made that a proposed outside employment or activity has been determined to constitute a conflict of interest or will materially interfere with the employee's duties and is not being approved.

The provisions of a collective bargaining agreement will take precedence in regards to employees included in the collective bargaining unit. All employees are expected to observe and fully comply with Part III, Chapter 112, Florida Statutes, "Code of Ethics for Public Officers and Employees". Also see University regulation FGCU-PR5.012..