



November 18, 2019

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Policy Manual Changes

Item Description

This item requests Board approval of Policy Manual changes in Chapter 4.0 – All Personnel.

Overview and Background

The College brings forth a request to modify the College's Policy Manual. Highlights of these changes are outlined below.

04-17 – Outside Employment – Updated to clarify requirements and considerations for outside employment.

Funding/ Financial Implications

None.

Past Actions by the Board

The Board has approved previous revisions to Chapter 4 of the College's Policy Manual.

Recommended Action

Approve revision of College policy as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Outside Employment	NUMBER: 04-17
AUTHORITY: Florida Statute: 112.313, 1001.64, 1001.65	SEE ALSO:
DATE ADOPTED: 12/01/97; 01/22/01; 12/16/02; 11/22/10; 10/22/18, <u>11/18/19</u>	

The primary responsibility of College employees in established positions is the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value ~~to its employees, to the College, and to the community of the many types~~ of external experiences in which members of the staff may engage. Such activities may enhance the professional competency of the individual and bring credit to the College as well.

Accordingly, College employees may engage in outside employment or self-employment that does not:

- Interfere with the ability and availability of the employee to perform his/her assigned duties with the College;
- Have the appearance of, or potential to be a conflict of interest in accordance with Ch. 112.313(3), Florida Statutes;
- Involve the rent, lease or sale of any realty, goods or services to the employee's own agency or business in accordance with Ch. 112.313(3), Florida Statutes
- Result in any conflict of interest between the outside employment activity and the College;
- ~~Inhibit the employee's duties and responsibilities at the College;~~
- Interfere with the College's core hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m. or the employee's scheduled work hours.

The ~~President~~Director of Human Resources, or his/her designee, shall approve all requests for outside employment. If approved ~~by the President~~, all outside employment other recommendation(s) shall be forwarded-provided to the Board for ~~review and consideration~~information only.

**TALLAHASSEE COMMUNITY COLLEGE
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~~Requests for outside employment or self-employment must be submitted to the immediate supervisor and be reviewed by the District Board of Trustees prior to beginning the outside employment. If the outside employment is an ongoing activity, [the request for outside employment](#) must be submitted annually by September 1 of each year. Such requests must include the employer, dates and/or projected time period of employment, projected amount of hours per week, and planned working hours each day, position title and a brief description of job duties. It is the responsibility of the immediate supervisor to review the submission for conflicts or concerns, and to raise any concerns to the appropriate Vice President.~~

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