

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	SECONDARY EMPLOYMENT –SENIOR MANAGEMENT	02-0411	1 of 1
	BASED ON BOARD OF TRUSTEES’ RULE AND TITLE	DATE REVISED	
6Hx7-3.61 Code of Ethics	May 29, 2024		

Purpose

The purpose of this procedure is to establish the responsibilities of members of Senior Management relating to working for compensation with any other entity outside the scope of their primary employment with the College.

Procedure

- A. If a Senior Management member is offered secondary employment outside the scope of their employment with the College, including paid consulting, the Senior Management member shall consult with the College President before agreeing to accept the offer.
- B. If such an offer is determined to not represent a conflict of interest and is approved by the College President, the Senior Management member must request a leave of absence for the time used for the secondary employment obligations unless the activities of the secondary employment engagement can be documented to take place during hours other than those shown on the individual approved College work schedule.
- C. In no case may a Senior Management member use the resources of the College to support activities related to secondary employment with other entities.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: June 7, 2011

Revision Date: July 23, 2015, April 4, 2016, May 29, 2024