

**Regulations of
Florida A&M University**



10.122 Outside Employment/Activities; Financial Interests and Other Conflicts.

(1) Definitions.

(a) “Outside employment/activity,” as used herein, means any employment entered into in addition to employment at the University. Such employment/activity includes private practice, private consulting, teaching, research, business (including managerial interests or positions), or other activity, compensated or uncompensated, which is not part of the employee’s assigned duties and for which the University provides no compensation.

(b) “Conflict of interest” mean:

1. Any conflict between the private interests of the employee and the public interests of the University, including conflicts as specified in Florida laws; or
2. Any outside activity or financial interest which interferes with the full and faithful performance of the employee’s professional and institutional responsibilities or obligations.

(2) The responsibility of the University employee is the full and competent performance of all duties pertinent to his/her employment with the University. Outside employment/activities or financial interests which interferes with the employee’s obligations to the University is prohibited. Employees of the University should avoid actual or apparent conflict of interest between their University obligations and their outside employment/activities or financial interests.

(3) Any employee who proposes to engage in any outside employment must report in writing to the President or President’s designee via the employee’s supervisor as soon as practicable in advance of such employment, by completing the Florida A & M University report of Outside Employment form (FAM UPO-402 EFF. 7/91, as now of hereafter amended), which is incorporated herein by reference. The President or President’s designee shall determine whether the proposed outside employment appears to constitute a conflict of interest or other interference with the employee’s duties. If it is determined that the proposed outside employment appears to constitute such a conflict of interest or interference, the President or President’s designee shall notify the employee that he/she may not engage in the

proposed activity while employed as an employee of the University.

(4) No employee shall claim to be an official University representative in connection with any outside employment.

(5) All University employees are bound to observe, in all official acts, the highest standards of ethics consistent with the code of ethics of the State of Florida, Chapter 112, Part III, Florida Statutes, the advisory opinions rendered with respect thereto, and the rules of the University.

(6) No employee shall solicit or accept anything of value that is based on an understanding that the official action or judgment of the employee would be influenced thereby.

(7) No employee shall have an employment or contractual relationship or engage in a business or personal activity that will create a continuing or frequently recurring conflict between that employee's private interest and the performance of the employee's official duties.

(8) An employee engaging in an outside employment/activity must take reasonable precautions to ensure that the outside employer or other recipient of services understands that the employee is engaging in such outside activity as a private citizen and not as an employee, agent or spokesperson of the University,

(9) Any employee who requests to use University facilities must complete the application to use University equipment, facilities and services in conjunction with outside activity/employment (FAM UPO-402, EFF. 7/91, as now or hereafter amended). Approval of such a request will warrant that reimbursement be made for any additional costs to the University occasioned thereby.

(10) An employee, who engages in outside employment as described herein, shall be responsible for adhering to the requirements of Florida conflict of interest law, Section 112.313, F.S.

(11) An employee serving on the board of directors of a for profit corporation shall disclose in writing to the University President, or the President's designee, any compensation received from such for profit corporation for the value of his or her board service.

Specific Authority: 1001.74(4) FS. and 1001.75, FS; 112.313 and 112-3185, FS. History--New 12-1-05 (formerly Rules 6C3-10.134 and 6C3-10.137).