

STATEMENT OF OUTSIDE EMPLOYMENT

DATE: _____

PRINT NAME: _____

B #: _____

EFSC Procedures Manual 310.4 Conflict of Interest states

Outside Employment

Any employee of the college engaged in outside employment must submit an "Outside Employment" form to the immediate supervisor and to the Office of Human Resources, describing the nature of the employment.

No Eastern Florida State College employee may engage in selling any goods or materials to students, parents, or other college employees on college property, unless such sales are a regular part of the employee's assigned duties. No Eastern Florida State College employee is permitted to do business with Board, faculty, or administrative personnel involving the sale of any product or service to the College except with specific prior approval of the President.

The college administration may question the propriety of any employee's outside employment activities and may require the employee to confer with the appropriate college officials to determine a proper course of action.

When an individual's outside employment reduces work performance at the College, brings discredit to the College, or is deemed inappropriate, the individual will be offered an opportunity to give up such outside employment or the position at the College.

Private Tutoring/Testing by Employees

Employees who receive compensation for private tutoring or testing, whether for Eastern Florida State College students or for students of a non-Eastern Florida State College program, will not use college facilities for such purposes, nor will they do such tutoring/testing during scheduled hours of service to the College. Compensation may not be received for tutoring students enrolled in one's own class.

Endorsements

College employees will not endorse a product or service in a manner which implies an endorsement by the College.

____ **I do NOT have outside employment.**

I understand that if I accept outside employment, I will notify the college.

____ **I do have employment other than Eastern Florida State College**

Approx. Hours per week _____

State the nature of the outside employment:

Employee's Signature: _____

Supervisor's Signature: (if necessary) _____

An Equal Opportunity/Equal Access Employer