

NOTICE OF PROPOSED REGULATION

Date: September 27, 2007

REGULATION TITLE:
Outside Activity or Employment

REGULATION NO.:
6C7-3.018

SUMMARY OF REGULATION: The regulation is amended to reflect changes in the submission channels of Forms HR11 and AA21 (Report of Potential Conflict of Interest, Outside Activity/Employment). The amendment also reflects a change in the title of Form HR12.

AUTHORITY: BOG Resolution dated January 7, 2003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION:

Linda Browning, Communications & Publications Coordinator for Human Resources

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:

Regulations Administrator
4000 Central Florida Blvd.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
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6C7-3.018 Outside Activity or Employment.

(1) General.

(a) For in-unit Faculty and A&P whose terms of employment are covered by a collective bargaining agreement, the provisions of that collective bargaining agreement apply to engagement in outside activity or employment by in-unit Faculty and A&P.

(b) For all other employees the provisions of paragraph (1)(c) through subsection (5) of this ~~rule-regulation~~ apply.

(c) The responsibility of university employees is the full and competent performance of all duties pertinent to their employment. Outside activity or employment which interferes with an employee's obligations to the university or which represents a conflict of interest are prohibited.

(d) Employees are required to submit a report of their intention to engage in outside activity or employment in advance of such engagement; and to resubmit such report annually. If in the opinion of the university president, or his representative, a conflict of interest or interference with the employee's duties exists, the employee will be so notified.

(e) Any employee who intends to use any university facility or equipment in connection with outside activity or employment is also required to submit a report of such intention, in accordance with subsection (3) below. See also ~~UCF-niversity Rules-Regulations~~ 6C7-4.029 and 6C7-4.0291, ~~F.A.C.~~

(2) Submission of Reports.

(a) Initial report of intention to engage in outside activity or employment shall be submitted in advance on the applicable UCF ~~f~~Form, hereby incorporated by reference, Form HR11, entitled "Report of Potential Conflict of Interest, Outside Activity/Employment" (~~Rev. 10-02~~) if A&P or USPS or Form AA21, entitled "Report of Potential Conflict of Interest, Outside Activity/Employment" (~~Rev. 10-02~~) if Faculty. A request to use university facilities equipment, personnel or services must be reported using Form HR12, entitled "Permission to Use University Personnel, Equipment, Facilities, Students, or Services", if the employee is either USPS or A&P or Form AA22, entitled "Permission to Use University Personnel, Equipment, Facilities, Students, or Services" (~~Rev. 10-02~~) if the employee is Faculty, ~~or using HR12,~~

~~entitled “University Personnel, Equipment, Facilities, Students, or Services” (Rev. 02-03), if the employee is either USPS or A&P~~ Copies of these forms can be obtained from the Human Resources Website or the Provost’s Office Website. Subsequent annual reports shall be submitted in the fall of each year.

(b) Submission channels are as follows:

1. Employee to supervisor.
2. Supervisor to Dean, ~~or Director~~, or other next level supervisor (if Faculty); Supervisor to Dean, Director, or Vice President for Research (if A&P or USPS).
3. Dean or Director to the Assistant Vice-President for Academic Affairs or applicable Vice President or President’s representative.

(c) The Assistant Vice-President for Academic Affairs and any Vice-President are authorized by the President to take final action with respect to a conflict of interest under this ~~rule~~regulation.

(3) Resolutions. If employees do not agree with an adverse decision by the President’s representative, they may not engage in the outside activities but may request relief under the provisions of the applicable UCF grievance procedure ~~rule~~regulation.

(4) Other Applicable Regulations. Any employee who accepts compensation for outside employment shall comply with the applicable requirements of Section 112.313, F.S., and University Regulation Rule ~~6C7-3.0032, F.A.C.~~

(5) Nothing contained in this ~~rule~~regulation shall excuse any employee from engaging in outside employment or other activities which constitute a conflict of interests. A determination not to object to outside employment does not preclude a finding by the State Ethics Commission that the employment is not in accordance with all applicable laws and regulations respecting

conflicts of interests. The employee's obligation to avoid conflicts of interests is a continuing one.

Authority: BOG Resolution dated January 7, 2003. History—New 10-8-75, Amended 11-22-77, 4-30-81, 8-15-84, 11-4-90, Formerly 6C7-3.18, Amended 4-23-03, .