

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 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 University Regulations 6C7-4.029 and 6C7-4.0291.

(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 form, hereby incorporated by reference, Form HR11, entitled "Report of Potential Conflict of Interest, Outside Activity/Employment" if A&P or USPS or Form AA21, entitled "Report of Potential Conflict of Interest, Outside

Activity/Employment” 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” if the employee is Faculty. Copies of these forms can be obtained from the Human Resources Website or the Provost’s 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, 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 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 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 6C7-3.0032.

(5) Nothing contained in this 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 interest. The employee's obligation to avoid conflicts of interest 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, 10-30-07.