

**FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES**



**NOTICE OF AMENDED REGULATION**

**Date:** February 7, 2007

**REGULATION CHAPTER TITLE:** Human Resources

**REGULATION TITLE AND NUMBER:** 10.122 Outside Employment/Activities; Financial Interests and Other Conflicts

**SUMMARY OF REGULATION:** The amended regulation deletes references to an obsolete form, provides that outside employment/activities or financial interests that interferes with an employees obligations to the University are prohibited and employees must report any outside employment to the University President, for a determination of whether the outside employment constitutes a conflict of interest or other interference with the employee's duties. The regulation also provides that all employees must adhere to the code of ethics of the State of Florida, Chapter 112, Part III, Florida Statutes, and the rules of the University.

**AUTHORITY FOR REGULATION:** Article IX, Florida Constitution; Board of Governors Regulation Development Procedure dated July 21, 2005; Sections 112.313, 112.3185, 1001.74(4), and 1001.75, Florida Statutes.

**UNIVERSITY OFFICIAL INITIATING THIS REGULATION:** Dr. Janie Greenleaf, Assistant Vice President for Human Resources.

**PROCEDURE FOR COMMENTS:** Written comments concerning this amended regulation must be submitted within 14 days of the date of this notice to the person identified below.

**THE PERSON TO BE CONTACTED REGARDING THE AMENDED REGULATION IS:** Dr. Janie Greenleaf, Office of Human Resources, 211 Foote-Hilyer Administration Center, Tallahassee, Florida 32307, (850) 599-3611 (phone), (850) 561-2080 (fax), [janie.greenleaf@famuedu](mailto:janie.greenleaf@famuedu).

**FULL TEXT OF THE AMENDED REGULATION:** The full text of the amended regulation is [attached](#).

**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 Request for Approval of Extra Compensation ~~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. Law Implemented 112.313, 112-3185, 1001.74(6), (19), 1001.75(3) FS. History—New 6-27-96, Amended 12-1-05,\_\_\_\_\_.*

*Coding: ~~Strikeover~~ indicates deletions; underlining indicates additions.*