

UNIFIED PERSONNEL BOARD POLICY #5 **Outside or Non-County Employment**

In order to provide the best possible service to the citizens of Pinellas County, the County requests the full attention and efforts of our employees and discourages employees from engaging in employment outside of their regular County position.

The County discourages all employees (classified, exempt, permanent and temporary) from engaging in employment outside of their regular County position. However, outside employment that is approved in advance by one's Appointing Authority is permitted. This policy outlines the provisions under which County employees may request permission for outside employment. Failure to obtain permission for outside employment is grounds for discipline, up to and including termination.

1. **Prohibited Outside Employment**

All County employees are prohibited at all times from engaging in an employment or enterprise, including holding positions on advisory boards and committees, that is inconsistent, incompatible or in moral, legal or technical conflict with their duties, functions and responsibilities as a County employee. Conflict of interest or the perception of conflict of interest is to be avoided.

2. **Request for Outside Employment**

Prior to engaging in outside employment or other outside enterprise, an employee must obtain permission from his or her Appointing Authority by submitting a request to his or her Appointing Authority seeking approval for the outside employment or enterprise. Unless an Appointing Authority has adopted a different policy, such request should be made on the form available within OPUS for this purpose.

3. **Recordkeeping**

Requests and approval/disapproval must be maintained within OPUS as part of the employee's official file. If an Appointing Authority uses alternative documentation, that documentation must be similarly maintained.

4. **Approvals/Disapprovals**

- a. In all cases, the Appointing Authority's decision is final and not subject to grievance.
- b. Consideration of the following is appropriate:
 - The restrictions on outside employment under the Florida Code of Ethics for Public Employees (Chapter 112, Florida State Statutes).
 - The Pinellas County's Conflict of Interest Ordinance, Pinellas County Code §2-85 through 2-87.
 - Pinellas County's Statement of Ethics

Outside or Non-County Employment

- Whether the employment or enterprise may interfere with the efficient performance of the employee's assigned duties for the County or otherwise create an appearance of conflict.

5. Request Renewal Requirements

Reapproval must be sought if an employee has a change in:

- classification,
- area of assignment, and/or,
- nature of approved outside employment or enterprise.

An Appointing Authority may have additional renewal requirements based on the position held by the employee, the employee's responsibilities, and/or the nature of work performed at the outside employment or enterprise. Example: must renew every year, must renew every two years, etc. It is the employee's responsibility to be aware of the renewal requirements of his/her Appointing Authority.

6. Withdrawal of Approval

An Appointing Authority may withdraw permission for outside employment at any time. Such withdrawal will be provided to the employee in writing. Upon such withdrawal, the employee is required to terminate the outside employment within 15 calendar days.