

<b>HUMAN RESOURCES POLICY/PROCEDURE</b>		<b>No. HR-025</b>
<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>  Human Resources	<b>EFFECTIVE DATE:</b> 10/25/2001  <b>REV. REV. DATE:</b>	Page 1 of 3

**SUBJECT: Outside Employment**

**REPLACES: N/A**

**OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Outside Employment policy.

**SCOPE:**

Administrative Employees.

**AUTHORITY:**

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

**POLICY:**

It is the policy of the Authority to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

The Authority requires that employees' activities and conduct away from the job must not compete, conflict with or adversely affect job performance and the ability to fulfill all responsibilities to the Authority. The requirement, for example, prohibits employees from performing any services for customers on non-working time that are normally performed by Authority personnel. This prohibition also extends to the unauthorized use of Authority tools or application of any confidential trade information or techniques. In addition, employees are not to solicit or conduct any outside business during paid working time.

All employees, including part-time employees, must obtain prior approval from management before undertaking any outside employment or other work activity. Failure to do this will result in disciplinary action.

Full-time employees are not encouraged to engage in outside employment, but may be permitted to do so if granted permission by the Division Manager. Directors, and managers are expected to devote all of their working energies to the performance of their duties at the Authority and, therefore, may not accept paid outside positions unless approved by the Executive Director.

Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.

Employee requests for permission to accept outside employment, including self-employment, should be submitted in writing to the employee's Division Manager. The request should include any pertinent information about the outside employer, the nature of the job, the hours of employment and potential conflicts with the primary job. The Division Manager will make the final decision.

In evaluating a request for outside work, department heads and the Division Manager will consider whether the proposed employment:

- \* May reduce the employee's efficiency in working for the Authority;
- \* Involves working for an organization that is a competitor of the Authority or that does a significant amount of business with the Authority, such as major contractors, suppliers or
- \* May adversely affect the Authority's image.

Employees who accept outside employment may not use paid sick time to work on the outside job. Fraudulent use of sick time will result in disciplinary action up to and including termination.

**EXCEPTIONS TO THIS POLICY:**

Any exceptions to this policy must be pre-approved by the Executive Director.

**AUTHORIZATION:**

Executive Director *Byron M. Brooks*

Date *14 Jan 02*

Department Director *S. J. J. J. J.*

Date *1/15/02*