

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4006 Outside Activity

This regulation applies to all NCF employees; provided, however, that its application is subject to the terms and conditions of any existing applicable collective bargaining agreements in the case of employees who are members of a collective bargaining unit and are represented by a collective bargaining agent.

(1) General

- (a) An employee shall not engage in any outside activity which interferes with the full and competent performance of the employee's duties in the public interest. Nothing in this rule is intended to discourage an employee from engaging in outside activity in order to increase their professional reputation, service to the community, or income, subject to the conditions stated herein.
- (b) "Outside Activity" shall mean any private practice, private consulting, or other activity, compensated or uncompensated, which is not part of the employee's NCF duties and for which NCF has provided no compensation.
- (c) An employee engaging in any outside activity shall not use the facilities, equipment, or services of NCF in connection with such outside activity without prior written approval of the Vice President/Provost responsible for the employee's organizational unit. Such approval may be conditioned upon reimbursement for the direct costs resulting from the use thereof.
- (d) An employee engaging in outside activity shall take reasonable precautions to ensure that the outside employer or other recipient of services understands that they are engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of NCF.

(2) Reporting Requirement

- (a) Any General Faculty or Administrative and Professional employee who proposes to engage in any outside activity which the employee should reasonably conclude may create a conflict of interest, or which may otherwise interfere with the full performance of the employee's professional or institutional responsibilities, shall submit a complete written report of outside activity to their supervisor prior to engaging therein.
- (b) The reporting provisions shall not apply to activities performed wholly during a period in which the employee has no appointment with the State University System.
- (c) In the event the proposed outside activity is determined to constitute a conflict of interest or other interference with the employee's NCF duties, the supervisor shall discuss the matter with the employee within two weeks of receipt of the employee's written notification.
- (d) If the matter is unresolved following this discussion, the employee may refer the matter to the responsible Vice President/Provost, who shall determine whether the outside activity creates a conflict of interest or otherwise interferes with the employee's NCF duties. The employee shall be notified in writing of NCF's final action on the determination no later than three weeks from the date the matter was referred to the Vice President/Provost.

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- (e) The employee may engage in such outside activity pending the decision of the Vice President/Provost. If the Vice President/Provost determines that there is a conflict of interest or other interference with the employee's NCF duties, the employee shall cease such activity immediately and turn over to NCF any compensation earned therefrom.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. Chapter 112; Fla. Board of Governors Regulation 1.001

History: Adopted 01-28-04, as Rule 6C11-8.005; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)