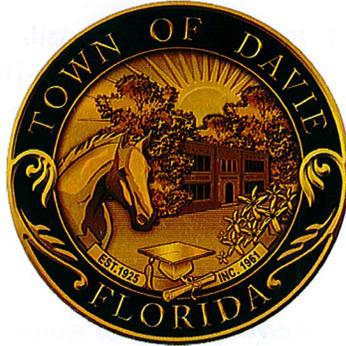


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**OUTSIDE EMPLOYMENT
SOP #24-004**

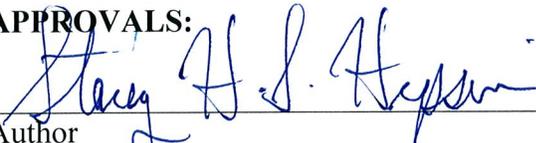
September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

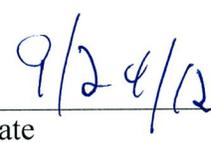
This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 1, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revisions

APPROVALS:



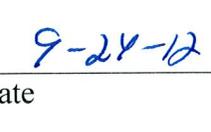
Author



Date



Town Administrator



Date

1-1. POLICY.

- a. The Town of Davie will establish guidelines for employees seeking employment during their off duty hours.
- b. Full time employees are discouraged, but not restricted, from engaging in other employment during their off-duty hours. However, Town of Davie employment must be considered the primary employment and employees may not engage in outside employment which would interfere with the performance of their Town duties or be in conflict with Town interests.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, and Seasonal employees.

1-3. PROCEDURE.

- a. Employees seeking engagement of outside employment during their off-duty hours must submit a written request to his or her Department Director through his or her immediate supervisor. The request to engage in outside employment must include the following information:
 1. Type of employment
 2. Hours involved in employment
 - b. A copy of the request will be forwarded to the Human Resources Director to be reviewed in terms of a conflict of interest. Upon approval of the Human Resources Director, the form shall be placed within the employee's personnel file.
 - c. Employees should keep the Town of Davie notified of any changes to their outside work status.
 - d. Employees who do not follow this policy may be subject to disciplinary action.
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