TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT

PROMOTION OF PRIVATE BUSINESS
SOP #24-006

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 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Author — Date 9/24/12

Town Administrator — Date 9-24-12

1-1. POLICY.

Employees are prohibited from promoting or conducting personal or private business for gain or personal benefit within any Town of Davie building or property or on Town of Davie time.

Employees found utilizing Town of Davie time, equipment, or facilities in order to promote their private business or for their own personal gain, will be subject to disciplinary action up to and including dismissal.

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, Seasonal employees, and volunteers.