

**CITY OF CORAL SPRINGS, FLORIDA  
ADMINISTRATIVE POLICY MANUAL**

**CHAPTER: 06 Human Resources Policies**  
**SECTION: 01 Standards of Conduct**  
**SUBJECT: 06 Conflicting Employment,  
Contractual Relationships,  
Unauthorized Use  
of City  
Facilities or Resources,  
Business  
Involvement**

**POLICY #: 06.01.06**

**PROPONENT OFFICE/DEPT: Personnel**

**EFFECTIVE DATE: 04/06/94**

**CITY MANAGER: Tony O'Rourke**

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**POLICY**

It is in the City's best interest and the responsibility of each public employee under Florida Statutes Chapter 112 that employees devote their entire time, attention, and effort during working hours to City business and interests and to avoid any conflicting employment or contractual relationships. Within the parameters of Florida Statutes Chapter 112 and City policies, employees may be permitted outside employment, contractual relationships or business involvement so long as there is no conflict or interference with an employee's City work schedule, employee availability, job performance, or job responsibilities. Conflicts of interest or activities which impede proper standards of conduct are prohibited.

Employment, contractual relationships or business involvement which may create a conflict of interest are not permitted. If an employee believes that such employment, contractual relationships, or business involvement may have the potential for creating a conflict of interest or interfering with their work schedule, employee availability, job performance, or job responsibilities, they should seek the guidance of the City Attorney's Office when considering engagement in such employment, contractual relationships, or business involvement. An employee who engages in any employment, contractual relationships, or business involvement must disclose such employment, contractual relationships, or business involvement and obtain the prior written approval from the Director of Human Resources and the City Attorney's Office. Employees who fail to disclose employment, contractual relationships, or business involvement or obtain prior written approval of the Director of Human Resources and the City Attorney's Office will be subject to disciplinary action. Engaging in conflicting employment, contractual relationships or business involvement that interferes with an employee's work schedule, availability, job performance, or job responsibilities is also a basis for disciplinary action.

No City employee is permitted under any circumstances to use City facilities or resources of any kind for private gain, outside employment, or business activities. A violation of this prohibition will be the basis for disciplinary action.

## DEFINITION

**Business Involvement** - includes employment, ownership, or any compensable arrangement which provides to the employee any gain or loss other than from their employment with the City.

## PROVISIONS

1. SCOPE - All regular full and part time employees are subject to the provisions of this policy, except for members of the Police Department which are subject to General Orders.
2. RESPONSIBILITY - All levels of supervisors share responsibility for implementing and communicating this policy, and for responding to violations of this policy.
3. DISCLOSURE - Employees must disclose any outside employment, self employment, or business involvement within 10 business days of commencement of such activity to the Director of Human Resources by filing the Employment Disclosure form. The City Attorney's Office reviews such disclosures to determine if any conflict of interest exists or would result from the disclosed activities. If a positive determination is made, the outside employment, business involvement, or activity is not permitted. Subsequent participation in the employment, business venture, or activity, or failure to disclose such activity will result in disciplinary action up to and including termination.

**CITY OF CORAL SPRINGS  
EMPLOYMENT DISCLOSURE FORM**

TO: Director of Human Resources      FROM EMPLOYEE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

**I disclose the following outside employment,  
contractual relationship, or business involvement:**

Name of Firm: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Employment: \_\_\_\_\_

Beginning Date of Employment: \_\_\_\_\_

If business ownership, what type? (i.e. - corp., partnership, proprietorship) \_\_\_\_\_

What is your percent of interest in the business? \_\_\_\_\_

Please describe your contractual relationship, if any: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

—

Potential Conflict(s) of Interest: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

—

My outside employment, contractual relationship, or business involvement with \_\_\_\_\_

ended, effective \_\_\_\_\_ (date). has

**I certify this information to be true, accurate, and complete.  
Employee:**

**Date:**

Employee's Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_  
Date: \_\_\_\_\_

City Attorney's Office \_\_\_\_\_  
Date: \_\_\_\_\_