



## OUTSIDE EMPLOYMENT DISCLOSURE

TO: \_\_\_\_\_  
Department Director

FROM: \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Title \_\_\_\_\_ Department \_\_\_\_\_

I do not have employment outside of my position with the City of Margate.  
 I have employment outside of my position with the City of Margate.

Brief Statement of Present Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

My Hours of Work: \_\_\_\_\_

Describe Type of Duties: \_\_\_\_\_

If the work is not confined to one location, information as to my whereabouts may be obtained from:

\_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

I understand and agree to all the provisions of the policy regarding outside employment as indicated on the reverse side of this form.

***The reverse side of this form must be read and signed by all employees as acknowledgement of the policy.***

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Does not conflict with the policy as stated.

May conflict with the policy as stated and will be referred to the City Manager.



**GENERAL:** The following laws, resolutions and rules bear on outside employment and conflicts of interest of City employees:

- Florida Statute, Sections 112.311 to 112.326

*It is primarily the responsibility of each employee to ascertain that their proposed outside employment is not contravention of any of the above laws. It is the responsibility of the viewing/approving authority to be fully apprised of the above laws and rules, and to secondarily determine insofar as is possible, that any proposed outside employment is within the law.*

**SPECIFIC:** The undersigned understands and agrees that:

1. The proposed employment does not and will not interfere with the efficient performance of regular City duties, and will not occur during regular or assigned working hours unless annual or compensatory leave is used to cover the absence.
2. City employees shall not have any employment or contractual relationship with any business entity or agency which engages in business or contractual agreement with the City, in compliance with Florida Statutes, Section 112.313.
3. The proposed employment is not and will not be with an organization that is subject to the regulation of or is doing business with, the Division or Office of the employee, except as expressly permitted by state law.
4. The proposed employment does not and will not involve a conflict of interest or otherwise conflict with any responsibilities as a City employee.
5. The proposed employment does not and will not involve the performance of any duty which should be performed as part of regular City employment.
6. Approvals are only for a specific employer and type of work and must be renewed if any changes in employer or type of work occurs.
7. The City has the right to rescind this approval at any time upon written notice.
8. Any violation of the above provisions, including any of the provisions of the Laws or rules, is subject to disciplinary action.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee \_\_\_\_\_