



BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
Finance and Administrative Services Department  
Human Resources Division  
**OUTSIDE EMPLOYMENT REQUEST FORM**

Candidate/Employee:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Job Title \_\_\_\_\_ Department/Division/Agency/Office \_\_\_\_\_

Candidates or County employees who seek to engage in outside employment may do so upon completing this form and obtaining the written approval of their division, department, or office director (as applicable). For purposes of this form, "outside employment" means:

1. Any compensated employment performed by a County employee aside from his or her employment with the County, including any part-time employment, self-employment, or consultant-related employment; or
2. Serving as an officer, director, registered agent, or in any similar capacity, with or without compensation, for any for-profit or non-profit business entity that:
  - a. Is a County vendor under contract with the County, or a prospective vendor seeking to do business with the County; or
  - b. Receives, directly or indirectly, any grants, loans, or other County funds that are made available through any agency of the County or is an applicant for any such County funds.

**Name of Organization:** \_\_\_\_\_

Location of Outside Employment: \_\_\_\_\_

Outside Employment Contact Telephone Number: \_\_\_\_\_

Type of Outside Employment:  Compensated  Uncompensated

Period of Outside Employment: Start: \_\_\_\_\_ End: \_\_\_\_\_ Hours of Outside Work: \_\_\_\_\_

Brief Statement of Outside Duties: \_\_\_\_\_

Outside Employment Position/Title: \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

Location of Outside Employment: \_\_\_\_\_

Outside Employment Contact Telephone Number: \_\_\_\_\_

Type of Outside Employment:  Compensated  Uncompensated

Period of Outside Employment: Start: \_\_\_\_\_ End: \_\_\_\_\_ Hours of Outside Work: \_\_\_\_\_

Brief Statement of Outside Duties: \_\_\_\_\_

Outside Employment Position/Title: \_\_\_\_\_



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Outside Employment Position/Title: \_\_\_\_\_

The undersigned understands that the following provisions relate to outside employment and conflicts of interest of County employees:

1. Florida Statutes, Sections 112.311 to 112.326, Code of Ethics for Public Officers and Employees.
2. Broward County Code of Ordinances, Sections 26-67 through 26-80.
3. Broward County Administrative Code, Chapter 14.249 through 14.253, Ethics and Conflict of Interest for the County Civil Service Rules and Regulations.
4. Broward County Administrative Code, Section 1.11(v).
5. Administrative Order #400, Human Resources Internal Control Handbook.

The undersigned represents and acknowledges that:

1. Any proposed outside employment will not interfere with the efficient performance of the undersigned's regular County duties and will not occur during regular or assigned working hours unless applicable leave is requested and approved to cover the absence.
2. Any proposed outside employment will not involve a conflict of interest or otherwise conflict with any of the undersigned's responsibilities as a County employee.
3. Any proposed outside employment will not involve the performance of maintenance or other work to the personal or real property of a managerial-level County employee or County elected official or anyone in the employee's chain of command.
4. Any proposed outside employment does not involve the undersigned lobbying County Commissioners, members of any County Selection/Evaluation Committee, or the governmental unit in which he/she is employed on behalf of an outside principal or employer for compensation.



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5. Approvals of any proposed outside employment are only for the specific employer and type of work disclosed by the undersigned. If any change in employer or type of work (including a change in hours) occurs, a new Outside Employment Request Form must be completed, submitted and approved. An employee wishing to engage in more than one form of outside employment must complete a separate Outside Employment Request Form for each form of outside employment being requested.
6. The County has the right to rescind outside employment approval at any time upon written notice.
7. Any violation of the above provisions, including any of the provisions of the laws or rules applicable to outside employment, is subject to appropriate corrective and/or disciplinary action including, where appropriate, discharge from County employment.

**For further information or questions, please contact the Broward County Human Resources Division at 954-357-6001.**

***I represent that the information provided above is true and correct, and that I understand all applicable laws, rules, procedures, policies and other provisions governing outside employment. I also understand that any approval of this request for outside employment cancels all other approvals for outside employment unless expressly stated herein.***

SIGN  
►

Date: \_\_\_\_\_

Employee's Signature

**Department/Division/Office/Agency Director**

Approved  Approved with Restrictions  Denied

SIGN  
►

Date: \_\_\_\_\_

Director's Signature

**APPROVAL RESTRICTIONS (if any):**

**REASON FOR DENIAL (if applicable):**