



NICOLE "NIKKI" FRIED
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Animal Industry

**OUTSIDE EMPLOYMENT
RESTRICTIONS ACKNOWLEDGEMENT RECEIPT**

Administrative Policies and Procedures 1-1
Administrative Policies and Procedures 5-5

CONTACT:

Florida Department of Agriculture
and Consumer Services
Personnel Office
407 S. Calhoun Street
Tallahassee, FL 32399-0800

www.FDACS.gov/ai

Note: All documents and attachments submitted with this request are subject to public review pursuant to Chapter 119, F.S.

1. SPECIFIC REQUIREMENTS

I understand:

- a. At no time can I work for both the Florida Department of Agriculture and Consumer Services and anyone else during the same hours. I should not accept nor request approval for outside employment where such employment would even have the appearance of a conflict of interest.
- b. My day with the Department must be fully accounted for. Approved outside work may only be done during periods that I am not expected to be at work. Sick leave is not authorized for outside work. If I am able to work for another employer, I am able to work for the Department.

2. VIOLATIONS AND PENALTIES

I understand:

- a. The Department's position is that violations of the statutes, rules, and other directives relating to these subjects will **NOT** be tolerated.
- b. Penalties for violations can be quite severe; ranging from reprimands to dismissal, and possibly even to criminal prosecution.

3. SUPERVISORY RESPONSIBILITIES

I understand:

- a. It is expected that all Division employees with supervisory duties and responsibilities will assure themselves and verify that all Division employees under their supervision comply with the law and the Department's policies.
- b. Most of the potential problems will be avoided if I will comply with and accept the Department's/Division's directives at face value.
- c. The staff of the Division of Animal Industry, and the Department's Personnel and Legal Offices are here to help me carry out my work for the Department in a legal and ethical manner. Anytime I have questions as to whether a given practice is legal or proper, I have the opportunity to raise those questions without hesitation. The Director and Assistant Director have an open door policy.

I have received a copy of this document and I understand its contents.

Signature of Employee

Date

Printed Name of Employee

Employee ID Number

This document must be submitted with Request for Approval and Re-approval of Outside Employment and Other Activities, (FDACS-01041)