

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE VI**

Title: **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

I. PURPOSE AND SCOPE

To implement the General Terms and Conditions of Employment Policy.

II. DEFINITIONS AND REFERENCES

Merit System Policy VI, General Terms and Conditions of Employment

III. OUTSIDE EMPLOYMENT AND ACTIVITIES

- A.** Prior to acceptance of supplemental employment, or engaging in activities as described in the policy, the employee shall request approval from the appointing authority in a form or manner as may be prescribed by the Office of Human Resources Director.
- B.** Upon receipt of a request, the appointing authority shall determine whether such employment or activity is inconsistent, incompatible, or conflicts with the employee's duties and responsibilities, and shall either approve or disapprove the request. Newly hired employees shall declare any supplemental employment or other outside activities at the time of initial employment.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 08/01/96