

Non-City Employment/Private Business Entity Disclosure and Approval

The CITY OF TAMPA ETHICS CODE requires the mandatory disclosure by officials and employees of non-city employment or private business entity (see Sec.2-511). Approval of such non-city employment/active participation in a private business entity by the department director (or the Mayor for department directors) is required (Sec 2-512). Employees are considered to be “engaged in non-city employment” if they have or hold an employment relationship with any entity other than the City of Tampa. Employees are considered to be “engaged in a private business entity” if they own or operate a business entity defined as a corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual or trust, whether fictitiously named or not.

See reverse side of this form for additional instructions and information for completion of the form.

Employee Name: _____

Department/Division: _____

Employee Identification Number: _____

City Job Title/Position Name: _____

Check one box in this section and follow the instructions for the box you selected.

☐ I am not engaged in any non-city employment or active participation in a private business entity. If you checked this box, complete the final section of this form (employee/official signature area only).

☐ I am requesting approval of non-city employment or active participation in a private business entity. If you checked this box, you must complete the information below.

Name and Address of non-city employment/private business entity:

Name: _____ Telephone: _____

Address: _____

Brief description of the purpose and activities of the non-city employer or private business:

Position: _____

Relationship in and to the business: _____

Nature and extent of any ownership interest in the business: _____

If you have more than one outside employment/private business entity, you must attach additional sheets with information for each employment /private business entity.

Check here if continued on an additional sheet: ☐ Total number of forms, including this page: _____

I certify that the information disclosed above is correct. I further understand that any changes to the information completed on this form shall be filed within 30 days of the change(s).

Employee/Official Signature: _____ Date Signed: _____

Non-City Employment/Private Business Entity is:

☐ Approved ☐ Disapproved

Department Director Signature: _____ Date Signed: _____

Instructions and General Information Further clarification is provided below.

As provided in Section 2-512: “In determining the acceptability of such employment or activity, the department director shall review all factors relevant to the successful and fair operation of city business, including but not limited to, potential conflict with business hours, misuse of confidential information, or impairment of the performance of the city employee’s duties and responsibilities. **If the department director determines such non-city employment or engagement in a private business entity is prohibited, that decision shall be automatically appealed to the Ethics Commission for review.**

Non-City Employment / Private Business Information:

Provide the name, address, and phone number of the non-city employer or business. If payment is issued under a different or DBA/fictitious name, include that name as well. Employees are responsible for fully disclosing all business names. Sworn police and fire employees may list “Personal Residence” instead of a home address for confidentiality. Extra-duty assignments scheduled through department programs do not need to be disclosed. Provide a brief description of the business purpose, activities, your position, ownership interest (if any), and your relationship to the business. Include whether the business has contracts, bids, sales, leases, or services involving the city, and whether you play any role in those matters.

Also disclose whether:

- Your outside employment could create a conflict of interest or affect independent judgment?
- Confidential city information could be improperly used?
- Your city position could influence coworkers or others?
- Outside work hours could interfere with city duties?
- City equipment or resources would be used?
- You or close family members may financially benefit from city-related business?
- You hold any licenses, certifications, or permits related to the work?

Approval of the participation in non-city employment/private business entity does not relieve an employee of responsibility for continued compliance with the City of Tampa Ethics Code. Prior approval of participation may be removed at any time should activity by the employee or by the non-city employer/private business entity or any additional information result in a revised determination.