



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Date: 06/10/2019

Subject: Dual Employment

Section: FDJJ – 1002.07

Originating Office: Administrative Services

Authority: Sections 110.201(1), 112.313 and 216.262, Florida Statutes;
Rule 60L- 32.003, Florida Administrative Code;
Dual Employment Guidelines and Procedures for State Personnel System Agencies, revised
May 2011, Department of Management Services

Related References: Chapters 838 and 839, Florida Statutes

Purpose: Establishes Dual Employment guidelines within and outside state government and requires all Department of Juvenile Justice (DJJ) employees to have DJJ approval before beginning secondary/outside employment.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- Due to the sensitive nature of the Department’s mission and the necessity to ensure compliance with State law, all employees seeking secondary employment, whether within or outside state government, must have approval from DJJ before beginning secondary or dual employment.
- In addition to complying with statutes specifically authorizing or prohibiting certain Dual Employments, the Department’s primary concern shall be the prevention of conflicts of interest or threats to the full and impartial discharge of public responsibilities, and it shall have the authority to revoke any Dual Employment if it interferes with the employee’s regular assigned duties.
- Dual Employment with a DJJ contract provider or grantee (business entity) is prohibited if such employment violates the provisions of chapter 112, Florida Statutes, or otherwise impedes the employee’s ability to fully and faithfully discharge their public duties.
- An employee shall not be dually employed, unless such dual employment has been approved under this policy and procedure.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Dual Employment

SECTION: FDJJ - 1002.07

- Should an employee be found to be dually employed without proper authorization, the employee shall be subject to disciplinary action, up to and including dismissal.
- Dual Employment may be suspended while an employee is receiving workers' compensation benefits, has been placed on alternate duty due to a workers' compensation injury, or is on extended leave for illness or injury if it is determined the employee's restrictions would prevent him/her from being able to work at his/her secondary employment. This suspension does not apply to use of extended leave for family illness or injury.
- It is the responsibility of managers and supervisors who have an employee with approved Dual Employment to ensure the secondary job does not interfere with the employee's regularly scheduled work and the employee is complying with this procedure and with all applicable rules and laws related to hours of work. Dual Employment authorization may be rescinded if it is determined the employee's work performance needs improvement or employee's secondary employment is affecting his or her primary employment.
- Full-time secondary employment with another employer will not be approved, unless DJJ employment is part-time.

PROCEDURES/MANUALS:

Access procedures for this policy at the following link:

<http://www.djj.state.fl.us/docs/policies/fdjj-1002-07p-dual-employment-06102019-final-secure.pdf?sfvrsn=2>