

CITY OF GAINESVILLE

Policies and Procedures

Number 31

SUNSET -- Replaced by Policy G-2

HONORARIUMS

I. General Statement:

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The City of Gainesville feels it is unethical to accept pay from two sources for the same function at the same time. The City expects its employees to act ethically, honorably and in accordance with all policies of the City.

II. Objective:

The City of Gainesville wishes to clarify its stance on the acceptance of honorariums from external organizations by employees of the City. It is not the attempt of this policy to prevent City employees from lecturing or offering their services to professional organizations in exchange for honorariums, but this policy is intended to avoid situations wherein an employee is receiving financial considerations from two sources during the same period of time. This is an ethical question and requires honor system enforcement by each employee.

III. Definition:

Honorarium shall herein refer to monies and expenses received by an employee of the City of Gainesville for performing some service for an organization not directly associated with the City.

IV. Outside Employment:

Employees receiving honorariums in accordance with this policy will not be required to file Outside Employment forms.

V. Wages:

If an honorarium is accepted for services during normal working hours, the honorarium is to be paid to the City of Gainesville. The employee is encouraged to have the original honorarium paid with a check made payable to the City of Gainesville, but only when possible.

VI. Expenses:

If an employee accepts an honorarium while normally covered by a City expense account, the expenses for the given period of time will not be advanced or paid by the City. The employee will be considered an agent of the organization which is offering the honorarium or travel expenses, and for that period of time which the City so designates, no expenses will be paid.

VII. Other:

HONORARIUM

POLICY No. 31

Anything other than an honorarium as defined in Paragraph III of this policy, is addressed by Policy 28 "Code of Ethical Standards".

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DRAFT 9/12/12