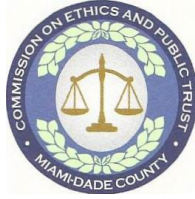


# MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST



## WHO MUST FILE

### ANNUAL OUTSIDE EMPLOYMENT REQUEST AND ANNUAL OUTSIDE EMPLOYMENT STATEMENT

#### I. COUNTY OUTSIDE EMPLOYMENT PERMISSION AND DISCLOSURE REQUIREMENTS

##### A. Overview

Pursuant to the Miami-Dade Code at Section 2-11, [Administrative Order 7-1](#), and [Procedure 403](#), provide that all full-time and part-time Miami-Dade County employees who engage in any outside employment must request permission from their department before engaging in outside employment. Permission for outside employment must be requested and granted on an annual basis, even in cases where the type of outside employment has not changed. Municipal employees should follow municipal ordinances and procedures regarding permission to engage in outside employment.

All **full-time County and municipal employees** who engaged in any outside employment during the preceding year for any person, firm, corporation, or entity other than Miami-Dade County or their respective municipality must file a statement regarding their outside employment **income** (Miami-Dade Code at Section 2-11.1(k)(2)). Full-time County employees file the Outside Employment Statement with County Elections Department by July 1st of each year. Full-time Municipal employees must file the Outside Employment Statement annually with their respective Municipal Clerks.

This filing is in addition to any other financial disclosure requirements.

**For additional information on outside employment, please visit the Miami-Dade Commission on Ethics' website at: <http://ethics.miamidade.gov/outside-employment.asp>.**

##### B. What Must Be Filed: When and Where

###### Request for Outside Employment

- **Miami-Dade County employees** must submit a request for outside employment to the employee's Department Director for his/her approval before accepting outside employment by completing the [Request for Outside Employment Form](#) or submitting an online request through INFORMS. Approval must be obtained every

## WHO MUST FILE OUTSIDE EMPLOYMENT DISCLOSURES

*continued*

year thereafter while engaged in outside employment. Guidelines on what constitutes Outside Employment are outlined in the [Outside Employment Guidelines](#). Department Directors may request an opinion from the County Ethics Commission regarding conflicts of interest in outside employment.

- If approval is granted by the County Department Director, the employee may engage in outside employment.
- Copies of all outside employment approvals shall be maintained in the centralized personnel files of the County Human Resources Department or electronically through INFORMS. Each department shall also maintain appropriate records regarding outside employment requests.
- If the Department Director denies approval for the requested outside employment, the employee cannot engage in that outside employment.
- Failure to disclose the precise amount of income earned from one's outside employment is a violation of the ordinance. Failure to disclose the precise amount of income earned from one's outside employment is a violation of the ordinance.
- **Municipal employees** should follow municipal ordinances and procedures regarding permission to engage in outside employment.

### **Outside Employment Statement**

- Once permission is obtained in accordance with County and municipal ordinances and procedures, **full time** Miami-Dade County and municipal employees with outside employment must file an [Outside Employment Statement](#) form (Miami-Dade Code at Section 2-11.1(k)(2)). The Outside Employment Statement must be filed **no later than 12:00 noon, July 1st of each year**, and must list the source of outside employment, the nature of the work, and the compensation received from such activity. Part-time County and municipal employees are not required to file this statement.
- **Full-time County employees** must file the [Outside Employment Statement](#) annually with the County Supervisor of Elections at  
Miami-Dade County Elections Department  
2700 NW 87<sup>th</sup> Ave.      **or**      P.O. Box 521550  
Miami, FL 33172      Miami, FL 33152-1550  
Or email to: [financial.disclosures@miamidade.gov](mailto:financial.disclosures@miamidade.gov)
- **Full-time Municipal employees** must file the [Outside Employment Statement](#) annually with their respective Municipal Clerks.
- Failure to disclose the precise amount of income earned from one's outside employment is a violation of the County Ethics Code.

## II. MIAMI-DADE COMMISSION ON ETHICS & PUBLIC

This information is provided in an effort to inform Miami-Dade County and municipal officials and employees of their responsibilities under public ethics laws

## WHO MUST FILE OUTSIDE EMPLOYMENT DISCLOSURES

*continued*

to file “Outside Employment Statements” whenever they have engaged in outside employment in the preceding calendar year.

Individuals who have questions regarding their disclosure responsibilities under the Miami-Dade Conflict of Interest and Code of Ethics Ordinance should address their inquiries to the following:

Miami-Dade Commission on Ethics & Public Trust  
Overtown Transit Village North  
701 Northwest 1<sup>st</sup> Court, 8<sup>th</sup> Floor  
Miami, Florida 33136

Phone: 305 579-2594

Email: [ethics@miamidade.gov](mailto:ethics@miamidade.gov)