
INQ 16-176

From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, July 01, 2016 11:23 AM
To: Camejo, Oscar (MPO) <ocamejo@miamidadempo.org>
Cc: Murawski, Michael P. (COE) <MURAWSK@miamidade.gov>; Centorino, Joseph (COE) <CENTORI@miamidade.gov>; Villaverde-Menendez, Carmen (MPO) <CVillaverde-Menendez@miamidadempo.org>; Perez, Martha D. (COE) <perezmd@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: Oscar Camejo, Financial Manager, MPO (Outside Employment, Financial Disclosure) INQ 16-176

Dear Mr. Camejo:

You have inquired which outside employment forms must be filed by 12 noon, July 1. As we discussed over the phone, the County Ethics Code requires County employees who are engaged in outside employment to file a financial disclosure (Outside Employment Statement) regarding that outside employment by noon, July 1 of each year with the County Elections Department.

In addition, a **separate** ordinance from the County Ethics Code, Miami-Dade Code Section 2-11, requires County employees to request permission to engage in outside employment (Outside Employment Request Form) on a **yearly basis**. This process is administered by each County department (consulting with the Commission on Ethics where questions of conflicting employment might exist). A County employee must request permission to engage in outside employment before beginning such employment. Some departments have set an internal deadlines for submission of the request forms, but no specific date is required by Section 2-11. You would need to consult with your department to inquire if they have set a particular date for submittal of the Outside Employment Request form.

I have attached a copy of the outside employment "Who Must File" which explains this process in detail. I am also attaching a copy of the COE Financial Disclosure Chart which details State and County financial disclosure requirements and provides hyperlinks to each form.

Please contact us if you have any further questions.

Best regards,

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Camejo, Oscar (MPO)
Sent: Thursday, June 30, 2016 4:49 PM
To: Diaz-Greco, Gilma M. (COE) <GDIAZGR@miamidade.gov>
Subject: FW: Outside employment requirements due by July 1, 2016

Hello Gilma,

Thanks for taking the time to speak with me earlier today. The confusion began with the below email. The first bullet states that the "Request for Outside Employment" form needs to be submitted by July 1, 2016. Instead, it is due prior to an employee engaging in any outside work, not a specific date. It is only the Outside Employment Statement that is due by July 1st of each year. Please respond to confirm or add anything you wish.

Regards and have a great vacation.

Oscar Camejo
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For complaints, questions or concerns about civil rights or nondiscrimination, or for special requests under the American with Disabilities Act, please contact: Elizabeth Rockwell, Public Involvement Manager/Title VI Coordinator, at (305) 375-1881 or erockwell@miamidademppo.org

From: Villaverde-Menendez, Carmen (MPO)
Sent: Thursday, March 31, 2016 12:26 PM
To: Camejo, Oscar (MPO) <ocamejo@miamidademppo.org>; Chance, Paul (MPO) <pchance@miamidademppo.org>; Cordero, Miguel A. (MPO) <mcordero@miamidademppo.org>; Edmonson, Tewari (MPO) <tedmonson@miamidademppo.org>; Fernandez, Wilson A. (MPO) <wfernandez@miamidademppo.org>; Guerra, Jesus (MPO) <jguerra@miamidademppo.org>; Henderson, David (MPO) <dhenderson@miamidademppo.org>; Maya, Vincent (MPO) <vmaya@miamidademppo.org>; Roa, Carlos (MPO) <croa@miamidademppo.org>; Rockwell, Elizabeth (MPO) <erockwell@miamidademppo.org>; Salim, Zainab (MPO) <zsalim@miamidademppo.org>
Cc: Boucle, Aileen (MPO) <aboucle@miamidademppo.org>
Subject: Outside employment requirements due by July 1, 2016

Outside Employment (Updates NEW Forms and Instructions Now Online)

- All County employees engaging in outside work must **first** seek department approval by filing a [Request for Outside Employment](#) with the Director. The form needs to be filed with the Human Resources Department by July 1 of each year.
- If you were engaged in outside employment in the preceding tax year, you need to file an [Outside Employment Statement](#) by July 1 of each year.
- Only full-time County employees are required to disclose their total earnings derived from outside employment in the preceding tax year by filing an [Outside Employment Statement](#) with the Elections Department.

To that end, all outside employment forms and instructions have been modified and are now available on our [Outside Employment page](#). You may also visit the [Commission on Ethics page](#) for opinions, inquiries, frequently asked questions, and supplemental forms.

The Elections Department have been working with the Miami-Dade County Commission on Ethics to revise the outside employment forms to address part-time vs. full-time County employees.

Should you have any questions and/or concerns, please feel free to contact the Elections Department, or let me know if you need any help.

Thank you

Carmen Villaverde-Menendez

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Count your blessings - not your troubles - Dale Carnegie