

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, November 30, 2016 2:53 PM
To: Sanchez, Rodzandra (COE)
Subject: Shawntia Kirkland, Personnel Specialist 2, Miami-Dade Corrections & Rehabilitation Department (Outside Employment) INQ 16-262

INQ 16-262 Kirkland

From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, November 30, 2016 2:53 PM
To: Kirkland, Tina (MDCR) <Tina.Kirkland@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: Shawntia Kirkland, Personnel Specialist 2, Miami-Dade Corrections & Rehabilitation Department (Outside Employment) INQ 16-262

Ms. Kirkland:

You have inquired regarding the County's requirement for yearly approval of County employees' outside employment.

As we discussed over the phone, the County Ethics Code does not address the issue of the requirement of yearly approval to engage in outside employment. However, Miami-Dade County Administrative Order 7-1 ("AO 7-1") addresses the issue and states:

County employees must receive written approval from their department director prior to engaging in outside employment. **These approvals must be renewed on an annual basis.** The department director shall be responsible for ensuring that internal procedures are in place to maintain compliance with this Administrative Order. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Employee Relations Department. Each department shall also maintain appropriate records regarding outside employment requests. (Emphasis added)

While AO 7-1 requires renewing the approval on a yearly basis, it is left to the departments to implement the specifics of the administration of the order. For example, some County Departments have enacted a departmental policy requiring that employees file the Outside Employment Request form every January. Therefore, as long as the approval form is filed annually, it is left to each County department to determine how to administer this process.

Please do not hesitate to contact us if you have any further questions.

Best regards,

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Kirkland, Tina (MDCR)
Sent: Monday, November 28, 2016 12:27 PM
To: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>
Subject: Outside Employment question

Hi Mimi,

I hope your Thanksgiving Holiday and weekend were great!

Do an employee has to re-submit another outside employment form if they have already gotten the employment form approved by the Director?

- Scenario: employee submitted an outside employment form and it were approved by the Director March 2016. We revised the form September 2016, however, the employee submitted the new form November 2016. The previous form March 2016 expires December 31, 2016 or is it when we revised the form?

Your assistance is greatly appreciated.

Shawntia Kirkland, Personnel Specialist 2
Personnel Management Bureau, Employee Relations
Miami-Dade Corrections & Rehabilitation Department
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From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, September 14, 2016 1:52 PM

To: Kirkland, Tina (MDCR)

Subject: limitations on Doing Business with the County Power Point Pres

Gilma (Mimi) Diaz-Greco
Staff Attorney



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