

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, December 09, 2016 2:56 PM
To: Sanchez, Rodzandra (COE)
Subject: FW: Dunbar Corneille, Department of Transportation and Public Works (Outside Employment) INQ 16-276

INQ 16-276 Corneille

From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, December 09, 2016 2:37 PM
To: Cornelle, Dunbar (DTPW) <Dunbar.Corneille@miamidade.gov>
Cc: Sanchez, Rodzandra (COE) <Rodzandra.Sanchez@miamidade.gov>
Subject: Dunbar Corneille, Department of Transportation and Public Works (Outside Employment) INQ 16-276

Correcting INQ to reflect correct numbering which should be INQ 16-276.

From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, December 09, 2016 2:31 PM
To: Cornelle, Dunbar (DTPW) <Dunbar.Corneille@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: Dunbar Corneille, Department of Transportation and Public Works (Outside Employment) INQ 16-275

Mr. Corneille:

You inquired whether you should complete the updated outside employment request form. County Ordinance 2-11, County AO 7-1, and Procedure 403 require that all County employees request permission to engage in outside employment on a yearly basis. The Outside Employment Request form (OER) was updated in 2016 and the new form contains information and disclosures relevant to possible County Ethic Code conflicts in outside employment. Therefore, the new form should be used. Once completed, the form should be submitted to the designated person in your department.

With respect to the question of whether the form would be automatically considered approved if your department does not respond within a "reasonable period of time", we advise you that the form must be completed (including the appropriate signatures required by your department's internal outside employment procedures) in order for it to constitute a valid permission to engage in outside employment. Failure to respond in a timely manner does not constitute approval. Any questions about the timeliness of the response to your OER form should be addressed with your department.

In addition, we remind you that full-time County employees who engage in outside employment are required by Section 2-11.1(k)(2) of the County Ethics Code to file an Outside Employment Statement with the County Elections department no later than 12:00 noon on July first of each year. The Outside Employment Statement can be found at: <http://www.miamidade.gov/elections/library/forms/outside-employment-statement.pdf>.

Please contact us if you have any further questions.

Best regards,

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Centorino, Joseph (COE)
Sent: Friday, December 09, 2016 12:39 PM
To: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>
Subject: FW: Outside Employment Forms

Please clarify this for Mr. Corneille.

From: Cornelle, Dunbar (DTPW)
Sent: Friday, December 09, 2016 12:25 PM
To: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>
Subject: Outside Employment Forms

Good morning Mr. Centrino,

I just completed the County mandated ethics refresher course, last week and it discussed Outside Employment. In an effort to comply with the rule, I am attempting to request outside employment from the Department Director and I come across two easily distinguishable request forms, attached hereto for reference, one on the Transit Department site and the other on the COE site (updated 2016). For compliance purposes, should one form be used over to the other or does it even matter? If a department director does not disapprove after reasonable time, like 30 days, is the request deemed approved?

Your prompt response will be appreciated. Many thanks.

Dunbar Corneille
Department of Transportation and Public Works
Office: N/A
Fax: N/A
miamidade.gov