

Outside Employment FAQs

- **I am a full-time County or municipal employee. May I engage in outside employment in addition to my County/municipal full-time job?**
 - It depends. Some departments have a blanket policy to deny outside employment. In departments that allow outside employment in certain circumstances, permission to engage in outside employment must be obtained from your supervisor every year.
 - The form to obtain written approval can be found at:
 - http://ethics.miamidade.gov/library/forms/outside_employment_request_2013.pdf

- **What activities are strictly forbidden when engaged in outside employment?**
 - Employees engaged in outside employment cannot work for their outside employer during County or municipal time, cannot use County or municipal equipment or materials in the performance of outside employment, and cannot be engaged in outside employment that is contrary, detrimental, or adverse to the interest of the County or municipality.

- **I am a full-time County or municipal employee. I obtained permission from my department director last year. Do I have to request permission and file the permission form again this year?**
 - Yes, the permission form must be completed and filed every year.

- **I was denied permission to engage in outside employment. May I still work occasionally for that company or entity?**
 - No, if the department director denies approval for outside employment, the employee cannot engage in outside employment, either incidental, occasional, or otherwise.

- **I am a part-time County or municipal employee. Do I have to obtain permission from my department director for outside employment?**
 - No, only full-time employees are required to obtain permission and file the outside employment forms.

- **I am a department director or supervisor. What are some guidelines with respect to granting or denying requests for outside employment?**
 - The Commission on Ethics has prepared a memorandum outlining guidelines for supervisors and directors on this topic. It can be found on the COE Website at http://ethics.miamidade.gov/library/Publications/outside_employment_guidelines_2013.pdf. Some general provisions are also discussed below.

- **Which Code of Ethics sections, County Code Sections and County Administrative orders address the issue of outside employment?**
 - County Ethics Code Sections 2-11.1 (j) and (k)
 - Section (j) prohibits conflicting outside employment that would impair and employee’s independence and judgment in the performance of that employee’s public duties.
 - Section (k) addresses the general prohibition on outside employment except as permitted in Section 2.11 of the County Code and describes the disclosure requirements and deadlines.
 - Section 2-11 County Code
 - Strictly prohibits full-time employees from accepting outside employment, where County time, equipment, or materials are to be used or where outside employment is performed on County time.
 - Outside employment cannot be contrary, detrimental, or adverse to the interest of the County.
 - Any outside employment by full-time employee must first be approved in writing by employee’s department director.
 - Department director is required to maintain record of such employment.
 - County Administrative Order 7-1
 - Defines County policy on outside employment. Can be found at <http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO7-1.pdf>.
- **What are the disclosure requirements and deadlines for outside employment?**
 - The “Request for Outside Employment” form is filed with DPR and copy forwarded to the Human Resources Dept., 111 NW 1st St., #2020, Miami, FL 33128, as soon as permission to engage in outside employment is granted.
 - For County employees, the “Outside Employment Statement” is filed with the Miami Dade Elections Dept., 2700 NW 87th Ave., Miami, FL 33172, or P.O. Box 521550, Miami, FL 33152-1550, by July 1st of each year.
 - For municipal personnel, the “Outside Employment Statement” is filed with the respective municipal clerk.
 - For additional information on disclosure requirements and deadlines for outside employment, the Ethics Commission website also contains a document outlining disclosure requirements and deadlines. The document can be found at:
 - http://ethics.miamidade.gov/library/forms/who_must_file_2013.pdf

- **What are some examples of outside employment that may present a conflict of interest with my County or municipal job?**
 - The outside employment is related to the employee's County or municipal position.
 - The outside employment consists of work that is similar to work the employee does for the County or municipality.
 - The County or municipal employee will come in contact with the same or similar people or entities in both his/her outside employment and in his/her County or municipal job, e.g., similar clients, suppliers, or subcontractors.
 - The County or municipal employee uses the same or similar resources in his/her outside employment as he/she uses in his County or Municipal work, e.g., similar tools, similar materials, or similar databases.
 - All or some of the outside employment can only be accomplished during the same business hours in which the employee is required to work for the County or municipality.
 - The County or municipal employee works in a public position in which he/she has the opportunity to refer County or municipal vendors, contractors, bidders, or the public to a private sector entity with which his/her outside employer does business.
 - The County or municipal employee works in a public position in which he/she has the opportunity to recruit County or municipal vendors, contractors, bidders, or the public to use his/her outside employment products or services.
 - The outside employment requires that the County or municipal employee interact with County or municipal employees or County or municipal boards, even for routine matters.
 - The County or municipal employee has access to County or municipal information that is not available to the public and that information is relevant to his/her outside employment.
 - The County or municipal employee works in a County or municipal department that funds or has a contract with his/her outside employer.
 - The outside employment is likely to place the County or municipal employee in situations in which private economic considerations may override the faithful discharge of his/her public responsibilities.

- **I am a full-time County or municipal employee and I own and manage three or more rental properties. Is this considered outside employment?**
 - Yes, ownership of three or more rental properties is considered outside employment.

- **What if the rental properties are managed by a real estate management company?**
 - Where the employee is not involved in the day-to-day management of the rental properties, drawing income from such an activity would not create outside employment unless the employee plays an active role in the management company. However, the employee may be required to report this business in his or her financial disclosure forms.