

OUTSIDE EMPLOYMENT

SUMMARY

Outside Employment, as defined by the Miami-Dade County Commission on Ethics and Public Trust, “means the providing of services, other than to Miami-Dade County, or to the respective municipality, for compensation, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment.” The following procedures must be followed by all Miami-Dade County employees planning to be or are currently engaged in outside employment. This information may also be found on the Elections Department’s website at <http://www.miamidade.gov/elections/employment>.

PROCEDURE

Approval

1. Before accepting any employment other than their assigned work with the County, all Miami-Dade County employees must request approval in writing using a [Request for Outside Employment](#) form and receive written approval from their Department Director.
2. Department Directors will review requests to ensure the additional work does not in any way conflict or adversely affect the employee's County position and the Miami-Dade County organization.
3. Outside employment requests and approvals must be maintained by the employee's department. In addition, the original must be sent to the Internal Service Department Human Resources Division where centralized employee files are maintained.

Annual Filing

All full-time County employees engaged in approved outside employment are required to file a completed and signed [Outside Employment Statement](#) form with the Elections Department, the records custodian, no later than July 1st of each year. It may be sent via email to financial.disclosures@miamidade.gov as long as it is a legible scanned copy, or by returning it to:

**Miami-Dade County Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue
Miami, Florida 33172**

Forms are available on the Elections Department website. For additional information, contact the Elections Department Financial Disclosure Coordinator via telephone at 305-499-8413 or via email at financial.disclosures@miamidade.gov.

CONTACT(S):

Department/Division

Elections Department/Financial Disclosure Coordinator