

WHO MUST FILE

ANNUAL OUTSIDE EMPLOYMENT REQUEST AND ANNUAL OUTSIDE EMPLOYMENT STATEMENT

I. COUNTY OUTSIDE EMPLOYMENT PERMISSION AND DISCLOSURE REQUIREMENTS

A. Overview

Pursuant to the Miami-Dade Code at Section 2-11, [Administrative Order 7-1](#), and [Procedure 403](#), all full-time and part-time Miami-Dade County employees who engage in any outside employment must request permission from their department before engaging in outside employment. Permission for outside employment must be requested and granted on an annual basis, even in cases where the type of outside employment has not changed. Municipal employees should follow municipal ordinances and procedures regarding permission to engage in outside employment.

All **full-time County and municipal employees** who engaged in any outside employment during the preceding year for any person, firm, corporation, or entity other than Miami-Dade County or their respective municipality must file a statement regarding their outside employment **income** (Miami-Dade Code at Section 2-11.1(k)(2)). Full-time County employees file the [Outside Employment Statement](#) with County Elections Department by July 1st of each year. Full-time Municipal employees must file the [Outside Employment Statement](#) annually with their respective Municipal Clerks.

This filing is in addition to any other financial disclosure requirements.

For additional information on outside employment, please visit the Miami-Dade Commission on Ethics' website at: <http://ethics.miamidade.gov/outside-employment.asp>.

B. What Must Be Filed: When and Where

Request for Outside Employment

- **Miami-Dade County employees** must submit a [Request for Outside Employment](#) to the employee's Department Director for his/her approval before accepting outside employment. Approval must be obtained every year thereafter while engaged in outside employment. Guidelines on what constitutes Outside Employment are outlined in the [Outside Employment Memorandum \(2014\)](#). Department Directors may request an opinion from the County Ethics Commission regarding conflicts of interest in outside employment.
- If written approval is granted by the County Department Director, the employee may engage in outside employment.
- Copies of all outside employment approvals shall be maintained in the centralized personnel files of the County Human Resources Department. Each department shall also maintain appropriate records regarding outside employment requests.
- If the Department Director denies approval for the requested outside employment, the employee cannot engage in that outside employment.
- Failure to disclose the precise amount of income earned from one's outside employment is a violation of the ordinance. Failure to disclose the precise amount of income earned from one's outside employment is a violation of the ordinance.
- **Municipal employees** should follow municipal ordinances and procedures regarding permission to engage in outside employment.

