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ETHICS

From: ETHICS
Sent: Friday, September 17, 2004 2:17 PM
To: Moreno, Marianela (MDHA)
Subject: RE: Inquiry

INQ 04-111

Ms. Moreno,

I would recommend that you get approval from the Director before you begin taking up a collection for him, you limit the amount of time spent on this activity when you are at work (breaks and lunchtime would be preferable), you do not coerce employees to give money because it must be viewed as strictly voluntary, and it isn't held against any employee who does not help out.

If you have any additional questions, please feel free to contact me.

Robert Meyers

-----Original Message-----

From: Moreno, Marianela (MDHA)
Sent: Wednesday, September 15, 2004 9:53 AM
To: ETHICS
Subject: Inquiry

One of our employees was out sick and run out of leave. An employee wants to make a collect to help him with his expenses. Is there a conflict of interest?

Marianela Moreno, Personnel Specialist 3
Personnel/Admin. Support Services Division
Miami-Dade Housing Agency
1401 N.W. 7 Street, Bldg. D, Miami, Florida 33125-3601
305-644-5147 Phone 305-732-5194 Pager 305-541-8469 Fax
www.miamidade.gov
"Delivering Excellence Every Day"

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