

WHO MUST FILE OUTSIDE EMPLOYMENT DISCLOSURES

I. COUNTY OUTSIDE EMPLOYMENT DISCLOSURE REQUIREMENTS

A. Who Must File

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 with the Elections Department by **July 1st of each year**. Permission for outside employment must be granted on an annual basis, even in cases where the type of outside employment has not changed. This filing is in addition to any other financial disclosure requirements.

B. What Must Be Filed

1. Miami-Dade County and municipal full-time employees must submit a “[Request for Outside Employment](#)” to their supervisor for approval before accepting outside employment. Approval must be obtained every year thereafter while engaged in outside employment. Once permission is obtained, Miami-Dade County and municipal full-time employees with outside employment must file an “[Outside Employment Statement](#)” form, available from the Supervisor of Elections, County Departmental Personnel Managers, or Municipal Clerks.
2. The forms are also available at:
http://elections.miamidade.gov/employment_outside.asp

C. When & Where to File

1. A “[Request for Outside Employment](#)” form must be completed and submitted to the employee’s Department Director for his/her approval before any full-time County employee accepts outside employment.
2. If written approval is granted by the Department Director, the employee may engage in outside employment.
3. Approvals for outside employment must be renewed on an annual basis.
4. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Human Resources Department. Each department shall also maintain appropriate records regarding outside employment requests.
5. If the Department Director denies approval for outside employment, the employee cannot engage in outside employment, either incidental, occasional, or otherwise.

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continued

6. An [“Outside Employment Statement”](#) is required to be filed **no later than 12:00 noon, July 1st of each year**, by all full-time employees who engaged in any outside employment during the preceding year. The “Outside Employment Statement” must list the source of outside employment, the nature of the work, and the compensation received from such activity.
7. County employees must file the “Outside Employment Statement” annually with the County Supervisor of Elections at

Miami-Dade County Elections Department
2700 NW 87th Ave. *or* P.O. Box 521550
Miami, FL 33172 Miami, FL 33152-1550
8. Municipal employees must file the “Outside Employment Statement” annually with their respective Municipal Clerks.
9. Failure to disclose the precise amount of income earned from one’s outside employment is a violation of the ordinance.

II. MIAMI-DADE COMMISSION ON ETHICS & PUBLIC

This information is provided in an effort to inform Miami-Dade County and municipal officials and employees of their responsibilities under public ethics laws to file “Outside Employment Statements” whenever they have engaged in outside employment in the preceding calendar year.

Individuals who have questions regarding their disclosure responsibilities under the Miami-Dade Conflict of Interest and Code of Ethics Ordinance should address their inquiries to the following:

Miami-Dade Commission on Ethics & Public Trust
19 West Flagler St., Suite 820
Miami, FL 33130

Phone: 305 579-2594

Email: ethics@miamidade.gov