REQUEST FOR OUTSIDE EMPLOYMENT

Section 2-11 of the Miami-Dade County Code provides that County employees may accept incidental or occasional outside employment as long as the employment is not contrary, detrimental, or adverse to the interests of the County and as long as no County time, equipment, or material is used. Miami-Dade County Administrative Order 7-1 states that any full-time County employee intending to engage in outside employment must first obtain approval from his/her Department Director using this **"Request for Outside Employment"** form. These approvals must be renewed on an annual basis. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Human Resources Department. Each County Department shall also maintain appropriate records regarding outside employment requests. County employees engaging in outside employment must also file an **"Outside Employment Statement"** form with the Elections Department by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code.

Employee's Name: _____

Employee
ID Number: _____

Present County
Classification: _____

Name of Company/Organization for
Proposed Outside Employment: _____

Job Title/Responsibilities for
Proposed Outside Employment: _____

Location of
Proposed Outside Employment: _____

Work Schedule for
Proposed Outside Employment: _____

Total Hours Per Week for
Proposed Outside
Employment**:** _____

Will your proposed outside employer release you if and when your services are needed by the County? Yes ☐ No ☐

_____
Employee's Signature Date

_____
Department Director's Approval Date