

## Sanchez, Rodzandra (COE)

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Thursday, September 27, 2018 4:22 PM  
**To:** Sanchez, Rodzandra (COE)  
**Subject:** INQ 18-222, Maria De Renzis, FNSS Specialist II, Miami-Dade Finance Department (Outside Employment)

INQ 18-222 De Renzis

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Thursday, September 27, 2018 4:20 PM  
**To:** De Renzis, Maria (FIN) <Maria.DeRenzis@miamidade.gov>  
**Cc:** Arrojo, Jose (COE) <Jose.Arrojo@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>; Perez, Martha D. (COE) <Martha.Perez2@miamidade.gov>  
**Subject:** INQ 18-222, Maria De Renzis, FNSS Specialist II, Miami-Dade Finance Department (Outside Employment)

Dear Ms. De Renzis:

It was a pleasure to speak with you over the phone. You inquired whether the County Ethics Code prohibits you from engaging in outside employment while on annual leave or during County approved holidays.

County Ethics Code Sections (j) and (k) as well as Miami-Dade ordinance 2-11, and other County and administrative procedures prohibit employees from engaging in outside employment that will create a conflict between the employee's private interest and his or her County duties. A conflict would exist, for example if a County employee were to use County time or resources in the performance of his or her outside employment.

However, the County Ethics Code does not prohibit employees from using annual leave time or legal holidays approved by the County to engage in outside employment provided that the employee has requested permission to engage in outside employment and the outside employment has been approved by his or her supervisor; and that, in the case of annual leave, it has been approved by the employee's department. *See* INQ 11-27 and INQ 11-57. However, it would be improper to use sick leave for outside employment. *See* INQ 09-194.

Please contact us if we may be of further assistance.

Cordially,

Gilma (Mimi) Diaz-Greco  
Staff Attorney



Miami-Dade Commission on Ethics and Public Trust  
19 W. Flagler Street, Suite 820  
Miami, FL 33130  
Tel: (305) 579-2594  
Fax: (305) 579-0273

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**From:** De Renzis, Maria (FIN)  
**Sent:** Wednesday, September 19, 2018 3:01 PM  
**To:** Diaz-Greco, Gilma M. (COE) <[Gilma.Diaz-Greco@miamidade.gov](mailto:Gilma.Diaz-Greco@miamidade.gov)>  
**Subject:** RE: Outside Employment

No problem

Thank you.

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Wednesday, September 19, 2018 2:59 PM  
**To:** De Renzis, Maria (FIN) <[Maria.DeRenzis@miamidade.gov](mailto:Maria.DeRenzis@miamidade.gov)>  
**Subject:** Re: Outside Employment

Ms. Renzis:

I am out of the offic today and will be returning tomorrow. I will call you in order to get a bit more information-

Regards,

Gillma (Mimi) Diaz-Greco

Staff Attorney

COE

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**From:** De Renzis, Maria (FIN)  
**Sent:** Wednesday, September 19, 2018 2:55 PM  
**To:** Diaz-Greco, Gilma M. (COE)  
**Subject:** Outside Employment

Good afternoon,

I have a question in reference to outside employment. Can an employee work with their outside employment on a paid holiday given by the county.

I want to make sure it does not fall under the double dipping policies.

Thank you in advance.

**Maria De Renzis**-FNSS Specialist II  
Finance Shared Services Supervisor  
Miami-Dade County Finance Department  
Phone: 305-375-5236 Email [mdcr@miamidade.gov](mailto:mdcr@miamidade.gov)



For IWA please go to: <http://iwa.miamidade.gov>

For Finance Forms please go to: <http://intra.miamidade.gov/finance/>

For Payment Inquiry please go to: <https://was8exp.miamidade.gov/VInvoice/processLogin.do>

For Finance EOY Memos, Forms and Schedules please go to: <http://www.miamidade.gov/finance/FAMIS.asp>