

**Meyers, Robert (COE)**

INQ 11-25

**From:** Meyers, Robert (COE)  
**Sent:** Wednesday, February 16, 2011 3:04 PM  
**To:** Roden, Jennifer (WASD)  
**Subject:** RE: Clarification on Outside Employment

Hi Jennifer:

Thank you for your e-mail. Based on our conversation yesterday and your e-mail, you ask whether your duties as a trainer for the Miami-Dade County Water and Sewer Department (WASD) preclude you from teaching courses at Mount Sinai Hospital. You and I are in agreement that a conflict of interest would be created if you were to teach courses at Mount Sinai which you also teach for Miami-Dade County.

From what I gather from your e-mail, your central question is whether you can teach courses at Mount Sinai which are currently offered at WASD but taught by other training instructors. Generally speaking, no conflict of interest would exist if you were to teach courses that are unrelated to your training responsibilities for WASD. However, you would not be permitted to use County resources for your Mount Sinai courses. For example, you could not use the training materials developed by the County to teach the Mount Sinai courses. In other words, you would need to independently create your own materials for the Mount Sinai courses so as not to create a conflict under the County ethics code.

Secondly, and we discussed this over the telephone, you would have to take annual leave to teach the Mount Sinai courses if the courses were offered during your normal working hours for Miami-Dade County. If you teach the courses after hours or on weekends, there would be no reason take leave.

The outside employment provision also requires you to report the income that you earn from your outside employment. This must be done by July 1<sup>st</sup> following the year in which you engaged in outside employment. Thus, if you taught at Mount Sinai in 2011, you would have to report your income to the County by July 1, 2012.

Lastly, your department has the discretion to approve or deny your request for outside employment. A determination by our office that contemplated outside employment would not be a conflict of interest does not mean the department must approve your request. It's actually a management decision and our opinions are merely advisory.

If you have any additional questions, please do not hesitate to contact me.

Sincerely,

Robert Meyers, Executive Director  
Miami-Dade Commission on Ethics and Public Trust

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**From:** Roden, Jennifer (WASD)  
**Sent:** Tuesday, February 15, 2011 2:58 PM  
**To:** Meyers, Robert (COE)  
**Subject:** Clarification on Outside Employment

Hi Robert,

This email is a follow up to today's conversation to clarify what type of training I could legally teach without it being a conflict of interest to Miami Dade County.

Currently I am employed with the County as a Safety and Professional Development Trainer. I teach safety,

2/16/2011

Customer Service Excellence, and CPR to Water & Sewer Department Employees

Mount Sinai has several health related classes that I could teach that I do not teach at WASD, such as:

- Best Practices for Protecting EMS Responders during Treatment and Transportation of Victims of Hazardous Substance Release
- Best Practices for the Safe Use of Glutaraldehyde in Health Care
- Best Practices for Hospital-Based First Receiver of Victims
- Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers
- Medical & Dental Offices- A Guide to Compliance with OSHA Standards
- Pandemic Influenza Preparedness & Response for Healthcare Workers

Mount Sinai also has classes that other WASD instructors teach, but I do not currently teach such as:

- Respiratory Protection,
- Slips, Trips & Falls,
- Back Prevention

Per our conversation, my understanding is that it is not a conflict of interest for me to teach any of the above listed classes.

Please confirm.

Best Regards,

**Jennifer Roden**

W&S Employee Safety & Development Instructor

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