

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, December 02, 2016 9:18 AM
To: Sanchez, Rodzandra (COE)
Subject: , Albert Fernandez, Miami-Dade County Information Technology Department (outside employment) INQ 16-266

[INQ 16-266 Fernandez](#)

From: Turay, Radia (COE)
Sent: Thursday, December 01, 2016 4:32 PM
To: Sanchez, Rodzandra (COE) <Rodzandra.Sanchez@miamidade.gov>
Cc: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>
Subject: FW: INQ 16-266, Albert Fernandez, Miami-Dade County Information Technology Department (outside employment)

From: Turay, Radia (COE)
Sent: Thursday, December 01, 2016 4:31 PM
To: Fernandez, Albert (ITD) <Albert.Fernandez2@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>
Subject: INQ 16-266, Albert Fernandez, Miami-Dade County Information Technology Department (outside employment)

Dear Mr. Fernandez,

You have inquired regarding whether you have to fill out an outside employment request form for your work as a DJ.

Background

You are employed as a full-time employee with the Miami-Dade County Information Technology Department (ITD). Your work hours with the County are mainly Monday-Friday, from 8am-5pm. You work as a DJ on Friday evenings and during the weekend. You are compensated for your work as a DJ.

Analysis

Miami-Dade County Administrative Order 7-1 (“AO 7-1”) states:

County employees must receive written approval from their department director prior to engaging in outside employment. These approvals must be renewed on an annual basis. The department director shall be responsible for ensuring that internal procedures are in place to maintain compliance with this Administrative Order. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Employee Relations Department. Each department shall also maintain appropriate records regarding outside employment requests.

Based on the facts you have presented, you must fill out the Miami-Dade County Request for Outside Employment Form and obtain permission to engage in your outside employment as a DJ from your County

supervisor/department director. Additionally, Section 2-11.1(k) of the County Ethics Code requires that employees engaged in outside employment must complete a financial disclosure form on a yearly basis.

This opinion is based on the facts presented. If any of these facts change, please contact us.

Sincerely,

RADIA TURAY

Staff Attorney
Miami-Dade Commission on Ethics and Public Trust
19 W. Flagler Street, Suite 820
Miami, FL 33130
Tel: (305) 350-0601
Fax: (305) 579-0273
Ethics.miamidade.gov

From: Turay, Radia (COE)
Sent: Thursday, December 01, 2016 3:04 PM
To: Fernandez, Albert (ITD) <Albert.Fernandez2@miamidade.gov>
Subject: RE: Outside Employment

Hello Mr. Fernandez,

My name is Radia Turay. I am a staff attorney at the Miami-Dade Commission on Ethics and Public Trust. I need to speak to you regarding your inquiry. Please give me a call when you get a chance: 305-350-0601.

Thanks,
Radia.

From: Albert Fernandez [<mailto:abert@miamidade.gov>]
Sent: Thursday, December 01, 2016 12:49 PM
To: Ethics (COE) <ethics@miamidade.gov>
Subject: Outside Employment

Good afternoon: I work as a DJ starting Friday evenings after work through the weekends Saturday and sometimes Sunday, but never through the week days Monday through Friday 8 AM - 5 PM during my normal work hours. Do I have to fill out an outside employment request form? Thank you kindly, .