

Administrative Order



Administrative Order No.: 7-1

Title: Outside Employment and Gratuities

Ordered: 5/03/05

Effective: 5/13/05

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Sections 2-11 and 2-11.1 of the Code of Miami-Dade County.

SUPERSEDES:

Previous Administrative Order No. 7-1, ordered and effective August 2, 2002.

POLICY:

Employees of the County are stewards of an important public trust, one that is central to the very foundations of our concept of government. To uphold that trust, it is of the highest importance that County affairs and business be conducted free of the influence of employees' personal and private financial interests, both in appearance and in fact. It is essential, therefore, that public employees avoid any and all situations that represent, or appear to represent, conflicts between their personal interests and their public duties. Furthermore, it is incumbent upon them to refrain from taking any official action themselves with reference to such situations, and to make known to their superiors any actual, potential, or apparent conflicts of interest.

OUTSIDE EMPLOYMENT:

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.

Under no circumstances shall a County employee accept outside employment or render other than official services to a private interest where County time,

equipment or material is to be used, or where a real or apparent conflict of interest with one's official or public duties is possible.

TIPS AND GRATUITIES:

No County employee shall accept any tip or gratuity in the discharge of his/her public duties.

PENALTIES:

Failure on the part of a County employee to comply with the provisions of this Administrative Order shall be grounds for dismissal.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess
County Manager