

Sanchez, Rodzandra (COE)

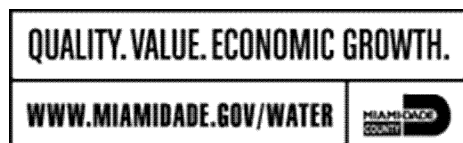
From: Diaz-Greco, Gilma M. (COE)
Sent: Tuesday, March 27, 2018 11:33 AM
To: Sanchez, Rodzandra (COE)
Subject: Inquiry Cecilia Brewer-McDuffie, Chief HR, SS, WASD, Outside employment (2-11), INQ 18-74

INQ 18-74 Brewer McDuffie

From: Brewer-McDuffie, Cecilia (WASD)
Sent: Tuesday, March 27, 2018 10:45 AM
To: Perez, Martha D. (COE) <Martha.Perez2@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: RE: Inquiry Cecilia Brewer-McDuffie, Chief HR, SS, WASD, Outside employment (2-11), INQ 18-74

Thank you!

Cecilia Brewer-McDuffie, Chief
Human Resources and Support Services Division
Miami-Dade Water and Sewer Department
3071 SW 38th Avenue, Room 130, Miami, FL 33146
786-552-8669 Office 786-552-8550 Fax
miamidade.gov/water
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From: Perez, Martha D. (COE)
Sent: Tuesday, March 27, 2018 10:31 AM
To: Brewer-McDuffie, Cecilia (WASD) <Cecilia.Brewer-McDuffie@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: RE: Inquiry Cecilia Brewer-McDuffie, Chief HR, SS, WASD, Outside employment (2-11), INQ 18-74

Dear Cecilia,

You inquire whether a department director may delegate approval of outside employment requests to another employee in his or her department. Miami-Dade County Code Section 2-11, *Outside employment by County employees*, requires that any outside employment “must first be approved in writing by the employee’s *department head* who shall maintain a complete record of such employment.” This section of the Code is not enforced by the Ethics Commission. Additionally, Section 2-11 makes reference to Administrative Order AO 7-1 which states in part, “ County employees must receive written approval from their *department director* prior to engaging in outside employment... The *department director* shall be responsible for ensuring that internal procedures are in place to maintain compliance with

this Administrative Order...” As you know, administrative orders establish administrative procedures and/or delineate organizational responsibilities and are under the authority of the Mayor. Lastly, Miami-Dade County Procedure 403 also provides that the Request for Outside Employment form to be used by all County employees, be submitted to and approved by the employee’s *Department Director*.

Consequently, unless the County Administration states otherwise, the approval or denial for a Request for Outside Employment remains with the department director.

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

Sincerely,

Martha D. Perez
Staff Attorney
MIAMI-DADE COUNTY COMMISSION ON ETHICS & PUBLIC TRUST
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From: Brewer-McDuffie, Cecilia (WASD)
Sent: Monday, March 26, 2018 6:21 PM
To: (COE) All Staff <COE-AS@miamidade.gov>
Subject: Inquiry

Good Evening,

I hope that someone can assist me with this inquiry. Per the attached document (2nd page, 1st bullet), in regards to Section 2-11 County Code, can the Department Director designate final approval authority for outside employment to his direct reports? Please advise. Should you require any additional information, please feel free to respond to this email or contact me. Thank you for your assistance with this matter.

Cecilia Brewer-McDuffie, Chief
Human Resources and Support Services Division
Miami-Dade Water and Sewer Department
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