

**Frigo, Victoria (COE)**

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**From:** Frigo, Victoria (COE)  
**Sent:** Tuesday, January 08, 2008 12:17 PM  
**To:** Litwack, Maury (OIA)  
**Subject:** Outside Employment, part 1

Hello Maury,

As a separate email, I'll attach several documents that may clarify your question about part-time employees engaged in outside employment.

The County Ethics Code at 2-11.1 (k)(2) requires that **full-time employees** seek permission and report outside employment. The forms employees use for these purposes reiterate the law as it applies to full-time employees. Additionally, you'll notice that the Ethics Commission's Staff General Council addressed this subject in a recent memo, which I've attached here. She mentions, specifically, that part-time employees are not included under this section of the Code.

However, directives from the department that employs you may have limitations beyond the ones established in the Ethics Ordinance. I suggest you check with your supervisor and/or the County manager to see if other restrictions apply in your case.

Sincerely,

Victoria Frigo  
Staff Attorney  
Miami-Dade Co. Commission on Ethics  
Direct phone: (305) 350-0601  
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[www.miamidade.gov/ethics](http://www.miamidade.gov/ethics)

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-----Original Message-----

**From:** Litwack, Maury (OIA)  
**Sent:** Tuesday, January 08, 2008 11:21 AM  
**To:** Frigo, Victoria (COE)  
**Subject:** Per Our Conversation

Victoria,

Thank you for your guidance on the part-time status and outside employment. Per our conversation, I was looking for something in writing that stated the guidelines for outside employment for a part-time employment. Specifically that an employee doesn't have to receive written permission. Any other thoughts/guidelines would be appreciated.

Thank you for your time,

Maury