

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Thursday, January 13, 2011 11:12 AM
To: Shepard, Judy (MDT)
Subject: Outside Employment INQ 11-05

Ms. Shepard,

Our office has received a fax of your "Request for Outside Employment" form. The copy we received has not been signed by your supervisor to indicate his/her approval.

In general, the following applies to County employees seeking to engage in outside employment:

1. You must obtain permission every year from your supervisor to engage in outside employment.
2. If you receive approval from your supervisor, he/she must sign the "Request for Outside Employment" form.
3. The original signed form is given to the person in your department who maintains the department's centralized personnel files. A copy of the signed form is sent to the Employee Relations Dept.
4. By July 1 of each year, you must also file with the Dept. of Elections an "Outside Employment Statement" indicating your income from outside employment.

Please feel free to contact me if you have additional questions or concerns.

Sincerely,

Victoria Frigo, Staff Attorney
Miami-Dade County Commission on Ethics
Direct Phone: 305 350-0601
Fax: 305 579-0273



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