

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Thursday, July 19, 2012 11:41 AM
To: Flynn, Jay (MDT)
Cc: Centorino, Joseph (COE)
Subject: Part Time employees and outside employment (INQ 12-123)

Mr. Flynn,

The County Code at Sec. 2-11.1 (k)(2) specifically states that “**all full-time**” County employees who engage in outside employment must file a source of income statement.

Below are the relevant sections of the code, all of which specifically refer to **full-time** employees:

(k) *Prohibition on outside employment.*

(2) All **full-time** County and municipal employees engaged in any outside employment for any person, firm, corporation or entity other than Miami-Dade County, or the respective municipality, or any of their agencies or instrumentalities, shall file, under oath, an annual report indicating the source of the outside employment, the nature of the work being done pursuant to same and any amount or types of money or other consideration received by the employee from said outside employment. Said County employee's reports shall be filed with the supervisor of elections no later than 12:00 noon on July 1st of each year, including the July 1st following the last year that person held such employment. Municipal employee reports shall be filed with the Clerk of their respective municipalities. Said reports shall be available at a reasonable time and place for inspection by the public. The County Manager or any city manager may require monthly reports from individual employees or groups of employees for good cause.

Sec. 2-11. - Outside employment by County employees.

- (a) *Generally prohibited.* No **full-time** County employee shall accept outside employment, either incidental, occasional or otherwise, where County time, equipment or material is to be used or where such employment or any part thereof is to be performed on County time.
- (b) *When permitted.* A **full-time** County employee may accept incidental or occasional outside employment so long as such employment is not contrary, detrimental or adverse to the interest of the County or any of its departments and the approval required in subsection (c) is obtained.
- (c) *Approval of department head required.* Any outside employment by any **full-time** County employee must first be approved in writing by the employee's department head who shall maintain a complete record of such employment.
- (d) *Penalty.* Any employee convicted of violating any provision of this section shall be punished as provided in Section 1-5, and, in addition thereto, shall be subject to dismissal by his department head.

Please feel free to contact me if I can be of further assistance.

Sincerely,

VICTORIA FRIGO, STAFF ATTORNEY

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From: Flynn, Jay (MDT)
Sent: Thursday, July 19, 2012 9:34 AM
To: Ethics (COE)

Cc: Martinez, Dania (MDT)

Subject: Part Time employees and disclosure of outside employment

To Whom It May Concern,

Please clarify if part time County employees are subject to having to disclose their outside employment as is the case with full time County employees? I believe the current form refers to full time employees only.

Thank you,

Jay Flynn
Chief, Transit HR
786-469-5214

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