

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Wednesday, February 13, 2013 10:08 AM
To: Gonzalez, Luis (ITD)
Cc: Bofill, Carmen (Elections); Centorino, Joseph (COE)
Subject: RE: elearning-ethics-course (INQ 13-32)
Attachments: Sec 2-11 Outside Employment.pdf; Outside Employment Request_2013.pdf

Mr. Gonzalez,

The "Request for Outside Employment" form" on p. 35 of the ethics training materials you sent is incorrect.

Only **full-time** County employees must seek approval to engage in outside employment. Additionally, according to the County Code at Sec. 2-11, outside employment must be approved by the employee's **Department Head**.

Because Department Heads have discretion to delegate this authority to others, some departments create their own forms to indicate that a Division Director and/or the employee's Immediate Supervisor must also approve. Consequently, the "Request for Outside Employment" form may not be consistent between departments.

The Ethics Commission is in the process of creating an entirely new online training program for County employees which will reflect these points.

In the meantime, if you or your trainees have additional questions about the Ethics Code, please feel free to contact our office.

Sincerely,

VICTORIA FRIGO, SENIOR STAFF ATTORNEY

Phone: 305 350-0601

Fax: 305 579-0273



19 West Flagler St., Suite 820
Miami, FL 33130

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

From: Bofill, Carmen (Elections)
Sent: Wednesday, February 13, 2013 9:32 AM
To: Frigo, Victoria (COE)
Cc: Financial Disclosures (Elections)
Subject: FW: Emailing: elearning-ethics-course
Importance: High

Good morning Ms. Frigo,

Per our conversation attached is the information Mr. Gonzalez send me regarding Outside Employment for Full Time and Part time employees.

Carmen Bofill

Financial Disclosure and Outside Employment Coordinator
Miami Dade Elections Department
2700 NW 87TH Avenue
Miami, Florida 33173
305-499-8413-Office
financial.disclosures@miamidade.gov

From: Gonzalez, Luis (Seaport)
Sent: Wednesday, February 13, 2013 8:51 AM
To: Bofill, Carmen (Elections)
Subject: FW: Emailing: elearning-ethics-course
Importance: High

Carmen,

See attached elearning ethics course material and the reference to full time and part time employees requiring outside employment authorization.

Thanks.

Luis L. Gonzalez
Senior Human Resources / Customer Service Manager
Miami-Dade Seaport Department
Phone (305) 347-4827
Fax (305) 347-4843
llg@miamidade.gov

"Delivering Excellence Every Day"

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Wednesday, February 13, 2013 10:25 AM
To: Gonzalez, Luis (ITD)
Cc: Bofill, Carmen (Elections); Centorino, Joseph (COE)
Subject: RE: elearning-ethics-course (INQ 13-32)

Also, please be advised that although part-time employees are not required to obtain *permission* to engage in outside employment, they are subject to the same Ethics Ordinance requirements, including outside employment *conflicts*, as full-time employees.

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