
From: Diaz-Greco, Gilma M. (COE)
Sent: Tuesday, June 17, 2014 1:44 PM
To: Sanchez, Rodzandra (COE)
Subject: Shanda Mazzorana, Request for Ethics Opinion (Outside Employment) INQ 14- 144

INQ 14-144

From: Diaz-Greco, Gilma M. (COE)
Sent: Tuesday, June 17, 2014 1:43 PM
To: Mazzorana, Shanda (ITD)
Cc: Centorino, Joseph (COE)
Subject: Shanda Mazzorana, Request for Ethics Opinion (Outside Employment) INQ 14- 144

Ms. Mazzorana,

You have inquired on behalf of Serafin Suarez, whether he would be required complete the to request permission for Outside Employment and Outside Employment Statement. As indicated in the Outside Employment memo that was recently issued by the Ethics Commission, if Mr. Suarez is providing either paid or unpaid services to any firm/business including, but not limited

to, those owned by an immediate family member, it is considered outside employment. He would therefore have to complete the Request for Outside Employment form on a yearly basis and he would have to file an annual disclosure report (Outside Employment Statement) report by July 1st of each year. These forms can be found on the County Elections Department website at:

http://www.miamidade.gov/elections/employment_outside.asp

Best regards,

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Mazzorana, Shanda (ITD)
Sent: Tuesday, June 17, 2014 11:20 AM
To: Diaz-Greco, Gilma M. (COE)
Cc: Suarez, Serafin (ITD)
Subject: Outside Employment Guidelines for County Employees

Gilma, thank you for your message from June 5. I have another question for you. Please see the below situation as explained and advise as to the requirement for filing outside employment.

From: Suarez, Serafin (ITD)
Sent: Thursday, June 12, 2014 3:43 PM
To: Mazzorana, Shanda (ITD)
Subject: RE: Outside Employment Guidelines for County Employees

The Guide for Outside Employment sent by Centorino of the COE states on Page 3:

Paid Employment ...

Providing either paid or unpaid services to any firm/business including, but not limited to, those owned by an immediate family member is considered outside employment.
o Examples of "providing services" include, but are not limited to: bookkeeping, legal services, marketing services, servicing clients, among others.

I think I fall under this category. Please advise as to what I must do to comply.
Thank You.

From: Mazzorana, Shanda (ITD)
Sent: Wednesday, December 18, 2013 4:48 PM
To: Suarez, Serafin (ITD)
Subject: RE: Outside Employment

If you are not receiving any remuneration then you do not have to file the paperwork.

From: Suarez, Serafin (ITD)
Sent: Wednesday, December 18, 2013 4:46 PM
To: Mazzorana, Shanda (ITD)
Subject: Outside Employment

Hi Shanda,

I just completed Ethics Training Course.

About outside employment, I'm listed as an officer in a NON-RELATED state incorporated business. I do NOT receive any pay, nor do I participate in the day-to-day operations, as this a family-run business.

Do I have file any OUTSIDE EMPLOYMENT forms, etc?
Please advise.

I know I asked about this before, but I just want to be sure given what I saw in the training video.

Thank You!!!

Serafin Suarez
Miami-Dade County (ETSD)
Database Group
305-596-8865
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From: Centorino, Joseph (COE)
Sent: Wednesday, June 11, 2014 5:59 PM
To: (MetroNet) All Users
Subject: Outside Employment Guidelines for County Employees

The issue of what is permissible outside employment for county employees under the County Ethics Code has been the subject of numerous requests for opinions and guidance received by the staff at the Commission on Ethics. There are a number of different rules and policies involved that can easily lead to confusion. In general, it is best to seek guidance from a supervisor or from the Commission on Ethics when contemplating any type of employment outside the county government. The attached memorandum, prepared by our Deputy General Counsel, is a good summary of the general guidelines and many of the past opinions we have provided. It should be kept and reviewed by any county employee who is contemplating outside employment. Our staff is always ready to answer any specific question that any employee may have on this subject.

Joseph M. Centorino

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