



REQUEST FOR OUTSIDE EMPLOYMENT

Sections 2-11.1(j) and (k) of the Miami-Dade County Code provide that County employees may accept incidental or occasional outside employment as long as the employment is not contrary, detrimental or adverse to the interests of the County and as long as **no County time, equipment, or other resources are used**. Miami-Dade County [Administrative Order 7-1](#) and [Procedure 403](#) require that any County employee intending to engage in outside employment must first obtain approval from his/her Department Director using this **Request for Outside Employment** form. These approvals must be renewed on an annual basis. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Human Resources Department. Each County department shall also maintain appropriate records regarding outside employment requests. Full-time County employees engaging in outside employment must also file an [Outside Employment Statement](#) form with the Elections Department by July 1st of each year, in accordance with §2-11.1(k)(2) of the Miami-Dade County Code. More detailed information on outside employment is available on the [Miami-Dade Commission on Ethics website](#).

Employee's Name	Employee ID Number
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Present County Employment (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust	
Department	Position or Title
Job Responsibilities	

Proposed Outside Employment

Name of Company/ Organization	
Job Title	
Responsibilities	
Location	
Work Schedule	
Total hours per week	
Will your proposed outside employer release you if and when your services are needed by the County? <input type="checkbox"/> Yes <input type="checkbox"/> No	

In my outside employment, I am employed by one of the following types of organizations:

- Company or organization that is not a County vendor.
- Company or organization that is a County vendor. (An Ethics Opinion should be requested to ensure that no conflict of interest exists, and the County employee is required to file a sworn [affidavit](#) disclosing such employment with the County Clerk of the Board.)
- Self-employed through my private business, whether incorporated or not. (If your privately-owned business is seeking to contract with Miami-Dade County, you are required to request an [ethics opinion](#).)
- Company or organization owned by an immediate family member; defined as a spouse, domestic partner, parents, stepparents, children, and stepchildren of employee. (If the company owned by your immediate family member is seeking to contract with Miami-Dade County, [ethics opinion](#) is required.)

I affirm that the information I have provided is true and I pledge to abide by the requirements listed here.

Employee's Signature

Date

Department Director's Approval

Date