

## **POLICIES AFFECTING EMPLOYMENT**

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### **SUMMARY**

This is an overview of the different County policies affecting employment with Miami-Dade County.

### **PROCEDURE**

1. **Employment Authorization:** Only American citizens and aliens who are authorized to work in the United States can be hired. New employees must provide proof of employment authorization at the time of hiring as required by federal guidelines. Work authorizations must be maintained current. Hiring departments are responsible for tracking work authorization expiration dates. Employees who are no longer eligible to work in the United States must be terminated.
2. **Physical:** All persons newly employed by the County must undergo, prior to assuming duties, a medical examination that includes alcohol and drug screening. Scheduling and providing information concerning the medical examination will be the responsibility of each department's human resources office.
3. **Background Check:** All persons newly employed by the County must undergo, prior to assuming duties, a fingerprint based background check. Scheduling and providing information concerning the background check will be the responsibility of each department's human resource office. Former employees who are rehired by the County must undergo a background check regardless of the reason for separation.
4. **Outside Employment:** Before accepting any employment other than their assigned work with the County, employees must request approval in writing and receive written approval from their department director. The department director will review requests to ensure that the additional work does not in any way adversely affect job performance, create a conflict of interest with the employee's County position, or otherwise reflect adversely upon the County.
5. **Outside Income:** Employees who have approved outside employment must file a statement with the Supervisor of Elections (see procedure on Outside Employment).
6. **Conflict of Interest:** Employees may not use their position in the County for their own personal benefit (See procedure on Conflict of Interest).
7. **Gifts or Favors:** Employees may not accept gifts, favors, services, or anything of value from persons or organizations due to their employment with Miami-Dade County.
8. **Political Activity:** Employees may participate in political activities on their own time.
9. **Employees wishing to run for office** must request a leave of absence.
10. **Representing Private Interests:** Employees may not represent private interests before County boards and agencies.

### **CONTACT(S):**

#### **Department/Division**

Human Resources Department/Recruitment, Compensation and Testing Division

Procedure Number: 401  
Effective Date: 10/14

**REFERENCE DOCUMENT(S):**

Code of Miami-Dade County, Section 2-11.1

County Charter Sections 4.02, 4.03

Administrative Order 7-1, Outside Employment and Gratuities

Administrative Order 7-2, Political Participation

Conflict of Interest Procedure