

OUTSIDE EMPLOYMENT

SUMMARY

Outside Employment, the policy of which is defined by Section 2-11 of the Code of Miami-Dade County, means “providing personal services, other than to Miami-Dade County, or to the respective municipality, that are compensated or traditionally compensated, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment.” The following procedures must be followed by all Miami-Dade County employees planning to be or are currently engaged in outside employment.

This information may also be found on the Elections Department’s website at https://www.miamidade.gov/global/service.page?Mduid_service=ser1513200320703181.

PROCEDURE

Approval

1. Before accepting any employment other than their assigned work with the County, and every year thereafter while engaged in outside employment, full time and part time Miami-Dade County employees must request approval through the ePar online system and receive approval from their Department Director.
2. Department Directors will review requests to ensure the additional work does not in any way conflict or adversely affect the employee's County position and the Miami-Dade County organization.
3. Outside employment requests and approvals are maintained in PeopleSoft, which is managed by Miami-Dade County’s Human Resources Department.

Annual Filing

All County employees engaged in approved outside employment are required to file a completed and signed Outside Employment Statement form with the Elections Department, the records custodian, no later than July 1st of each year. It may be sent via email to financial.disclosures@miamidade.gov as long as it is a legible scanned copy, or by returning it to:

Miami-Dade County Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue
Miami, Florida 33172

Forms are available on the Elections Department website. For additional information, contact the Elections Department Financial Disclosure Coordinator via telephone at 305-499-8413 or via email at financial.disclosures@miamidade.gov.

CONTACT(S):

Department/Division

Elections Department/Financial Disclosure Coordinator