



OMB Strategic Business  
Management (SBM) Division  
Human Capital Management (HCM)



Dear INFORMS users,

Pursuant to the Miami-Dade County Code at Section 2-11, [Administrative Order 7-1](#), and [Procedure 403](#), all full-time and part-time Miami-Dade County employees must disclose annually whether he or she is engaged in outside employment on the County's INFORMS system "Outside Employment" section. All full-time and part-time Miami-Dade County employees who indicate in INFORMS that they are engaged in outside employment will be directed to request permission for said outside employment from their supervisor and department director. Permission for outside employment must be requested and granted on an annual basis, even in cases where the outside employment has not changed from the prior year. The employee's supervisor or department director can refer questions regarding possible conflicting employment under the County Ethics Code to the Commission on Ethics within INFORMS.

For INFORMS system guidance with Outside Employment disclosures, please [use this step-by-step job aid](#).

According to Section 2-11 of the Code of Miami-Dade County, Outside Employment, is "providing personal services, other than to Miami-Dade County, that are compensated or traditionally compensated, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment." For more information about what activities constitutes Outside Employment please review the [Outside Employment Guidelines Memorandum \(2019\)](#).

Additionally, all Full-Time County employees engaged in outside employment are required to file a completed and signed Outside Employment Statement form with the Miami Dade County Elections Department, no later than July 1st of each year. It may be sent **via email to** [financial.disclosures@miamidade.gov](mailto: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.**

Thank you,

Miami-Dade County Commission on Ethics and Public Trust