

POLICY NUMBER:

APM- 1 - 90

ISSUED BY:

Pedro G. Hernandez

City Manager

SIGNATURE

CITY OF MIAMI**ADMINISTRATIVE POLICY****REVISIONS**

REVISED SECTION	DATE OF REVISION
Created	07/16/90
Revised	04/16/99
Revised	11/30/07

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SUBJECT: OUTSIDE EMPLOYMENT REQUEST

PURPOSE: To establish a uniform procedure and official guidelines relating to an employee's request to engage in outside employment.

This Administrative Policy supersedes all previous directives on this subject.

The Policy will be as Follows:**I. Definition of Outside Employment**

- A. "Outside Employment" – means any employment/work to be performed other than as a City of Miami employee.
- B. In accordance with the Miami-Dade County Commission on Ethics, the following constitutes "Outside Employment" and must be reported by government employees:
 1. Employees who own and manage three (3) or more rental units, regardless of whether the units are individual properties or part of a single property.
 2. Employees who engage in ongoing, regular involvement in sales through online auctions. (Occasional sales are not considered outside employment.)
 3. Employees who own and operate a business or entity, regardless of where the business or entity is incorporated.
 4. Employees who are named as officers or directors of a corporation and are compensated for services as officers or directors, regardless of whether the officers or directors perform any duties for the corporation.
 5. Employees who are named as officers or directors of a corporation that are co-owned or operated by an immediate family member, regardless of whether the employees receive compensation from the corporation.
 6. Employees who are also part-time employees of a private corporation and are eligible to receive a salary from the private corporation, even

if the employees does not earn a salary from the corporation in a particular year.

II. General Prohibitions

- A. Outside employment shall not constitute a conflict of interest with one's City employment. The employee's foremost responsibility is to his/her primary employer, the City of Miami.
- B. Under no circumstances shall outside employment be performed during an employee's regular working hours.
- C. Under no circumstances shall outside employment be performed on City premises.
- D. Under no circumstances shall City property/equipment be used for outside employment.

III. Forms to be Completed

A. "Outside Employment Request" Form

- 1. Prior to commencing any outside employment, employees shall complete and submit the "Outside Employment Request" form to his/her respective Department Director for approval. Following the respective Department Director approval, the Outside Employment Request form shall be submitted to the Department of Employee Relations/Labor Relations Division for review and final approval. A copy of the approved form shall be kept in the Department of Employee Relation's employee personnel file.
- 2. Employees are required to renew their requests for approval on an annual basis.

B. Annual Submittal of the "Outside Employment Statement" Form

All full-time employees engaged in outside employment as outlined above shall file by July 1st of each year the Outside Employment Statement Form with the City of Miami Clerk. Other financial disclosure forms may need to be completed as well; please see the City Clerk's Office for additional requirements.



City of Miami
OUTSIDE EMPLOYMENT REQUEST

REFERENCE: City of Miami Administrative Policy No. 1-90 and Resolution No. 73-390.

EMPLOYEE DATA	1. Name:		2. Title:			
	3. Department:		4. Division:	5. Social Security No.:		
	6. City Work Schedule (complete a or b):	a. Regular work schedule (circle applicable days): S M T W T F S Begin: _____ a.m./p.m. End: _____ a.m./p.m.				
b. Irregular work schedule (Explain and indicate shift, if appropriate):						
OUTSIDE EMPLOYER	7. Name of Employer/Business:			8. Telephone No.:		
	9. Business Address:					
	10. Type of Business:					
	11. Do you, your spouse, relative or another City employee own or manage this business? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:			12. Does the City of Miami transact business with this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:		
	13. Does this business sell or handle alcoholic beverages in any manner? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:					
OUTSIDE JOB DATA	14. Date employment is to begin:		15. Anticipated duration of employment:			
	16. Description of duties:					
	17. Will you be required to sell or handle alcoholic beverages in any manner? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:					
	18. At any time will you be performing your job duties on City-owned property? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:			19. At any time will you be using City-issued equipment to perform your job duties? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:		
	20. Will you be covered by: (a) Worker's Compensation? <input type="checkbox"/> No <input type="checkbox"/> Yes (b) Liability Insurance? <input type="checkbox"/> No <input type="checkbox"/> Yes Note: Attach written statement of proof from employer for either or both coverages.					
	21. Outside Employment Work Schedule (complete a or b):	a. Regular Schedule:				
		Sunday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.
	Monday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.	
	Tuesday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.	
	Wednesday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.	
	Thursday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.	
	Friday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.	
	Saturday	_____	:	_____	a.m./p.m. _____ : _____ a.m./p.m.	
	b. Irregular schedule (explain):					
OTHER	22. State any other information that will assist in evaluating this request:					
	23. I agree to comply with all established rules, regulations, and restrictions now in effect, or hereafter adopted, governing employees engaged in part-time work by an employer other than the City of Miami. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Employee Signature </div> <div style="width: 10%;"></div> <div style="width: 40%; text-align: center;"> _____ Date </div> </div>					
APPROVALS	24. <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval		25. <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval			
	_____ Department Director/Designee		_____ City Manager/Designee			
	_____ Date		_____ Date			

		OUTSIDE EMPLOYMENT STATEMENT For Full-time County and Municipal Employees	
FULL-TIME COUNTY AND MUNICIPAL EMPLOYEES ENGAGING IN OUTSIDE EMPLOYMENT MUST FILE AN ANNUAL DISCLOSURE REPORT BY JULY 1ST OF EACH YEAR IN ACCORDANCE WITH SECTION 2-11.1(K)(2) OF THE MIAMI-DADE COUNTY CODE.		Disclosure for Tax Year Ending: _____	
Name: Last		First	Middle
Filing as a (check one): <input type="checkbox"/> Miami-Dade County Employee <input type="checkbox"/> Municipal Employee of: _____			
Position Title:			
County/Municipal Department:		County/Municipal Division:	
If your home address is exempt from public records pursuant to Florida Statutes § 119.07, please check here: <input type="checkbox"/>		Work Telephone:	
Mailing Address (Street Name and Number)			Apt. #
City	State	Zip Code	
Please list the sources of outside employment, the nature of the work and the amounts of money or other compensation you received. If continued on a separate sheet, please check here: <input type="checkbox"/>			
Name and Address of the Source of Outside Income	Nature of the Work Performed	Amount of Money or Compensation Received	
I hereby swear (or affirm) that the aforesaid information is a true and correct statement.			
Signature of Person Disclosing			Date Signed

OUTSIDE EMPLOYMENT INFORMATION

(Required by the Miami-Dade County Code, Section 2-11.1(k)(2), as amended)

OUTSIDE EMPLOYMENT means the providing of services or capital, other than to Miami-Dade County, or to the respective municipality, with the intent of earning a profit or income, including but not limited to, being an employee, an independent contractor, an agent, or by self-employment.

FILING INSTRUCTIONS

This form must be filed by July 1st of each year. The form should only be filed by employees who have outside employment to disclose.

Miami-Dade County personnel shall file completed forms with:

**Supervisor of Elections
Miami-Dade Elections Department
2700 NW 87th Avenue
Doral, Florida 33172**

or

**P.O. Box 521550
Miami, Florida 33152-1550**

Municipal personnel shall file completed forms with:

Their respective Municipal Clerk

For further information contact the Miami-Dade Elections Department at (305) 499-8500 or Municipal Clerk's Office.

Note: The role of our office is to receive and maintain the forms filed as public record. If your home address appears on the form and you are exempt from public records and you do not wish it to be made public, you should use your office or other address. The following persons should not use their home addresses: active or former law enforcement personnel, including correctional and correctional probation officers, personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; firefighters; justices and judges; current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; county and municipal code inspectors and code enforcement officers.