



Departmental Standard Operating Procedure (DSOP)

DSOP No. 17-03

Effective: 8-22-2017

SUBJECT: MDAD OUTSIDE EMPLOYMENT GUIDELINES

PURPOSE and SCOPE

Pursuant to Section 2-11 of the Code of Miami-Dade County and Administrative Order 7-1, Miami-Dade Aviation Department (MDAD) employees, upon written authorization to do so, may accept incidental or occasional outside employment as long as the employment is not contrary, detrimental, or adverse to the interests of the County. The authorization of outside employment is a privilege, not a right. This policy provides guidance and requirements to MDAD employees seeking to engage in outside employment.

I. AUTHORITY

- A. Administrative Order No. 7-1, Outside Employment and Gratuities
- B. Miami-Dade County Code, Ethics Code Sections 2-11.1 (j) and (k)
- C. Miami-Dade County Procedure 403
- D. Operational Directive No. 99-03, Aviation Department Written Directive System
- E. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures

II. DEFINITIONS

- A. Outside Employment: providing personal services, other than to Miami-Dade County that are compensated or traditionally compensated, including but not limited to, being an employee, and independent contractor, an agent, self-employment, rental property ownership and/or Board membership.

III. POLICY

All MDAD employees, whether full-time or part-time, must obtain written approval from the Department Director prior to accepting or engaging in outside employment by completing the Miami-Dade County Request for Outside Employment (Exhibit I) and the MDAD Supplemental Information for Outside Employment (Exhibit II) Forms. The Forms shall be accurately completed, signed and submitted to his/her immediate supervisor detailing the requisites of the outside employment opportunity and await authorization before accepting outside employment. Miami-Dade County policy permits departments to establish additional restrictions to its employees as deemed operationally necessary. As such, the following provisions are in effect:

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- A. MDAD employees shall not be authorized to enter into outside employment with business entities operating at Miami International Airport, or any of the General Aviation Airports, if the employee's job responsibilities include oversight, interaction or direct contact with employees of that business entity.
- B. The Department reserves the right to revoke previously authorized outside employment in the event of an emergency or declared operational necessity. The employee is required to postpone all outside employment until the emergency or operational necessity has subsided and normal operations have resumed.
- C. Outside employment hours are not to exceed 16 hours per week.
- D. All violations incurred while performing outside employment job duties may also jeopardize continued employment with the Department.

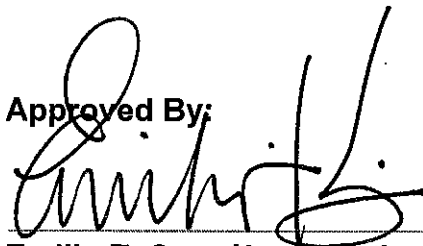
Authorization to accept outside employment (Exhibit I) must be granted prior to accepting outside employment opportunities. Further, outside employment authorizations must be renewed on an annual basis, by December 31st of each year, even if the conditions of such employment have not changed. Annual re-submission is the responsibility of each employee previously granted outside employment. If annual re-authorization is not sought, the outside employment is considered unapproved.

Full-time employees engaging in outside employment must also file an Outside Employment Statement form with the Elections Department by July 1st of each year. Information on this Statement and the form are available on the Miami-Dade Commission on Ethics website.

IV. SEVERABILITY

If any court of competent jurisdiction determines that a provision of this DSOP is illegal or void, the remainder of this OD shall continue in full force and effect. This DSOP is not intended to supersede any Miami-Dade County mandate, policy or procedure.

Approved By:



Emilio T. González, Aviation Director

Date:

8/22/17



REQUEST FOR OUTSIDE EMPLOYMENT

Exhibit I
DSOP 17-03

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** with the Clerk of the Board at clerkbcc@miamidadegov 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



Miami-Dade Aviation Department Supplemental Information for Outside Employment

Employee Information

Employee Name: _____ Employee ID: _____

Division: _____ Job Classification: _____

Employee Status (Full-time/Part-time): _____ Hours Worked per Pay Period: _____

Supervisor/Manager/Chief: _____

List your specific duties/responsibilities under your current job classification:

What area(s) within Miami International Airport and/or the General Aviation Airports are you normally assigned to work?

- Terminal, specify concourse/location _____
- Cargo
- Ramp
- GAA, specify airport _____
- Other, please specify _____

List airlines, tenants, concessionaires, service providers or any other companies that you directly interact with as part of your current job at the Aviation Department:

Proposed Outside Employment

Name of Company/Organization for Outside Employment: _____

Proposed Job Title: _____

Is the Outside Employer a County vendor?

- Yes
- No

Does the Outside Employer conduct business with the Miami-Dade Aviation Department?

- Yes
- No

Have you had any direct interaction with the proposed outside employer in your current job classification with the Aviation Department?

- Yes if yes, please explain _____
- No

Will the requested outside employment be performed at Miami International Airport and/or the General Aviation Airports?

- Yes if yes, please indicate specific location (i.e. terminal, concourse, cargo, ramp, etc.):

- No if no, state address where the requested outside employment will be performed:

What will be your work schedule for the proposed outside employment?

What will be the proposed hours per week for your outside employment?

List your specific duties/responsibilities under the requested outside employment:

Employee Acknowledgement

I am requesting approval to perform outside employment during off-duty hours. The work will not exceed 16 hours per payroll week. Outside employment does not adversely affect my job performance, does not represent a conflict of interest or ethics violation with Miami-Dade County, and is not contrary, detrimental, or adverse to the interests of Miami-Dade County or the Miami-Dade Aviation Department. I understand that as an essential employee to the Department I am subject to recall to duty at any time when an operational necessity has been designated and that approval is only for the employment listed, and that continued approval is not assured. No County equipment, material, instruments, licenses, designations or facilities will be used and no part of such employment will be conducted on County time.

I certify that the data provided is correct, and that I have read and understand the conditions specified in applicable departmental directives concerning outside employment, and I agree to abide by the contents thereof, including specifically any terms and conditions of such employment. I understand that failure to comply with the stipulations indicated will cause for revocations of approval and could result in possible disciplinary action. I also understand and agree that approval or denial is entirely at the discretion of the approving authority.

Employee Signature: _____

Date: _____

Department Signatures

Supervisor/Manager/Chief
Recommend Approval

Date

Supervisor/Manager/Chief
Recommend Denial

Division Director
Recommend Approval

Date

Division Director
Recommend Denial

Assistant Director
Recommend Approval

Date

Assistant Director
Recommend Denial