



**Departmental Standard Operating Procedure (DSOP)**

**DSOP No. 17-03**

**Last Amended: December 19, 2019**

**Effective: Feb. 20, 2020**

**SUBJECT: MIAMI-DADE AVIATION DEPARTMENT 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 (Department) 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. In addition, pursuant to the County Ethics Code Sections 2-11.1(j) and (k), County employees cannot accept other employment which would impair the employee's independence of judgment in the performance of his or her County duties. The authorization of outside employment is a privilege, not a right. This policy provides guidance and requirements to Department 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. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations.
- E. Operational Directive No. 99-03, Aviation Department Written Directive System
- F. 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, multiple rental property ownership and/or Board membership. For additional information on what constitutes outside employment please see the Miami-Dade County Ethics Commission website under the topic of Outside Employment.
- B. Soliciting: seeking the business of potential customers, generally by asking them to purchase goods or services.

## III. POLICY:

All Miami-Dade Aviation Department employees, whether full-time or part-time, looking to work outside employment 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 Form online via the PeopleSoft - Time and Labor module. Further, Miami-Dade County policy permits departments to establish additional restrictions on outside employment as deemed operationally necessary. As such, the following requirements are in effect for Department employees:

- A. Department employees are prohibited from obtaining 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. Employees with an active professional license/certification may use it to engage in outside employment upon Department approval. However, they may not use their license to conduct business with Aviation Department coworkers, vendors, contractors, or tenants of the Department, nor collect any form of compensation (including but not limited to commission or finder's fee, in-kind compensation, or salary) from such activity. Additional information on restrictions in transacting business with the County can be found in Miami-Dade County's Ethics Commission website under the topic Outside Employment.
- C. Employees shall not solicit Aviation Department coworkers, vendors, contractors, or tenants of the Department in order to obtain outside employment nor to generate business for their outside employment.



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- D. The Department reserves the right to revoke previously authorized outside employment. The employee is required to postpone all outside employment until the Department advises otherwise.
- E. Outside employment hours are not to exceed 16 hours per week or 32 hours per pay period.
- F. All violations incurred while performing outside employment job duties may also jeopardize continued employment with the Department.
- G. Authorization to accept outside employment must be granted prior to accepting outside employment opportunities.
- H. Outside employment authorization must be renewed on an annual basis, by January 31<sup>st</sup> 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.
- I. Full-time employees engaging in outside employment must also file an Outside Employment Statement form with the Elections Department by July 1<sup>st</sup> of each year. Information on this Statement and the form are available on the Miami-Dade Commission on Ethics and Miami-Dade County Elections websites.
- J. For those employees not engaged in outside employment, affirmation of such must be done on an annual basis, by July 1<sup>st</sup> of each year online through the PeopleSoft - Time and Labor module.

**VI. ENFORCEMENT:**

- 1. MDAD does not accept any liability when actions are in violation of this policy.
- 2. Employees who violate this policy will be subject to corrective and/or disciplinary actions as defined and deemed appropriate by Department Management.

**IV. AMENDMENTS:**

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

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**V. REVOCATION:**

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

**VI. SEVERABILITY:**

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

**VII. CROSS REFERENCES:** None

Approved By:



Lester Sola, Aviation Director

Date: 2-20-2020