



REQUEST FOR OUTSIDE EMPLOYMENT

Miami-Dade County Code § 2-11(c) states that any full-time County employee intending to have outside employment must **first submit a request** to the department director for his/her approval. In addition to obtaining the Department Director's approval, 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 Section 2-11.1(k)(2) of the Miami-Dade County Code.

Employee's Name: _____

Employee ID Number: _____

Present County Classification: _____

Name of Company/Organization for Proposed Outside Employment: _____

Job Title/Responsibilities for Proposed Outside Employment: _____

Location of Proposed Outside Employment: _____

Work Schedule for Proposed Outside Employment: _____

Total Hours Per Week for Proposed Outside Employment: _____

Will your proposed outside employer release you if and when you are called for emergency service by the County? Yes No

Employee's Signature Date

Immediate Supervisor's Approval Date Yes No

Division Director's Approval Date Yes No

Department Director's Approval Date Yes No