

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #14

August 31, 2007

Outside Employment Reminder

You should have recently received your semi-annual Disclosure Statement Card asking you to disclose any outside activities or work you are paid to perform. Those employees who have outside employment, (anyone who puts something other than "None" on Line 3 of the card), also need to complete a short form that asks for additional information on the employment. Once completed, both the card and the form need to be given to your immediate supervisor for review. The card and additional form will be reviewed to determine incompatible activities. If you do not have any outside employment or activities for which you receive pay, you only need to complete Lines 1-3 on the card and then sign and date it before giving it to your supervisor. If you have no outside activities to report, please reply with "None" on Line 3.

Some examples of what you need to report:

- Any work outside of your County job where you receive payment for performing the work;
- Any paid work you provide as a landlord or property manager;
- Any paid work you do for another government agency;
- Any paid work you do for the County outside of your regular job;
- Any speaker stipends;
- Any work you do as self-employment;
- Any paid work you do as a consultant.

If you are not sure if something falls in these categories, be on the safe side and report it.

To print a copy of the additional form for outside employment, go to www.cosdcompliance.com and click on "Outside Employment" in the drop down menu. The additional information form is attached to the letter from Agency Director Jean Shepard.

The due date to return the completed card and form to your supervisor is **Friday, September 14, 2007.**

For more information, please contact:

Bob Bortrager, CHC

Compliance Officer

(619) 515-4246

Robert.Bortrager@sdcounty.ca.gov

www.cosdcompliance.org

***"An ethical workplace is your right.....
and your responsibility"***



COMPLIANCE OFFICE
QUALITY ■ EFFICIENCY ■ INTEGRITY