

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #19

February 29, 2008

Outside Employment Disclosure Cards

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. If you reported that you have outside employment, (you wrote anything other than "None" on Line 3 of the card), you also need to complete a short form that asks for additional information on the employment. Once you have completed the card, or if needed the card and the form, give them to your immediate supervisor for review. The information you provide will be reviewed to determine if your outside employment is incompatible with your County employment. 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 write "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 complete the additional form for outside employment on-line, go to www.cosdcompliance.com and click on "Outside Employment" in the drop down menu.

The due date to return the completed card and form to your supervisor is **Friday, March 7, 2008.**

For more information, please contact:

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and your responsibility"***



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