

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #19A

March 5, 2008

Outside Employment Disclosure Cards Reminder

You recently received your semi-annual Disclosure Statement Card asking you to disclose any outside activities or work you are paid to perform. As a reminder, the completed disclosure card, along with the additional information form (if you report outside employment), are due to your immediate Supervisor by the end of the day on **Friday March 7, 2007**. If you have no outside activities to report, please write "None" on Line 3 of the card.

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.

If you have not done so already, the due date to return the completed card and form to your supervisor is **Friday, March 7, 2008**.

Supervisors: After your review and signature, please forward your unit's cards and forms to your Departmental Personnel Officer.

For more information, please contact:

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www.cosdcompliance.org



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