

# COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #23A

September 2, 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, September 5, 2008**. 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](http://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, September 5, 2008**.

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

If you have any questions, please contact the Compliance Office at (619) 515-4246, your Human Resources Officer, or Agency Human Resources at (619) 338-2909.

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

