



# County of San Diego

NICK MACCHIONE, FACHE  
DIRECTOR

PAULA S. LANDAU-COX  
DIRECTOR OF OPERATIONS

HEALTH AND HUMAN SERVICES AGENCY

1700 PACIFIC HIGHWAY, SAN DIEGO, CA 92101-2417  
(619) 515-6555 • FAX (619) 515-6556

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TO: All HHS A Employees

FROM: Nick Macchione, Director  
Health and Human Services Agency

## INSTRUCTIONS FOR COMPLETING YOUR FEBRUARY 2009 DISCLOSURE CARD

You will soon be receiving your semi-annual Disclosure Statement Card which requires you to report any work outside of your County employment that you are paid to perform. If you are employed outside the County, you are also required to complete a short form requesting additional information on the employment. Once completed, both the card and the form should be submitted to your immediate supervisor for review. The information you provide will be reviewed to determine if your outside employment is incompatible or otherwise conflicts with your County employment. If it is determined that a conflict exists, you will receive a letter from your Appointing Authority with instructions on what you need to do to resolve the conflict. If you do not have any outside employment, or activities for which you receive pay outside of your County employment, you only need to complete Lines 1-3 on the card, sign and date it and submit it to your supervisor.

**Please do not use "N/A" when completing the card.** If you have no outside activities to report, please write "**None**" on Line 3.

Some examples of what you **do** need to report:

- Any work outside of your County job where you receive payment for performing the work;
- Any work you provide as a landlord or property manager;
- Any paid work you do for another government agency (e.g., City of San Diego, State of California);
- 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.

Semi-Annual Disclosure Cards  
February 19, 2009

Some examples of what you **do not** need to report:

- Payments received as an adoptive parent or foster parent;
- Election Day work for the County Registrar of Voters;
- Volunteer activities for which you do not receive pay.

The additional information form, available at [www.cosdcompliance.org](http://www.cosdcompliance.org), can be completed on-line or printed in hard copy. When accessing the site, select "Outside Employment" from the drop-down menu. **The due date to return the completed information to your supervisor is Friday, March 6, 2009.**

**Supervisors/Managers:**

Please ensure that you receive a completed Disclosure Statement Card from all employees, as well as an Additional Information Form from those employees who report outside employment. After your review and signature, **please forward your unit's cards and forms to your Departmental Personnel Officer no later than Friday, March 13, 2009.**

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.

Thank you for your attention to this important matter.



NICK MACCHIONE, Director  
Health and Human Services Agency