DEPARTMENT OF THE AREA AGENCY ON AGENCY POLICY

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PURPOSE

This policy will set forth procedures for assuring employee completion and department review of Conflict of Interest and Incompatible Activities Forms.

BACKGROUND

The Government Code requires that County Officers and Employees report various financial and other activities for review. The Code also requires that each department set up procedures for efficient and effective compliance with the Code requirements.

POLICY

It is the policy of the AAA that all employees of the department shall complete, on an annual basis, Incompatible Activities Form AUD 263 and submit these to the Director, or his designee, for review and filing in the employee's record; it is also the policy of the department that employees at or above the Aging Program Specialist IV salary level will complete, on an annual basis, Form 730, Conflict of Interest.

PROCEDURE

1) AUD 263

   a. The department Payroll Clerk, upon receipt of the forms shall forward them to each department employee within a covering memo requesting compliance within five (5) working days.

   b. Employees shall complete the forms and return them to the Payroll Clerk.

   c. The Director, or the department Personnel Officer, shall read each employee's form to insure that there is no apparent incompatible activity, initial and date the form. AUD 263 Forms shall be placed and retained in employee files.

   d. All questions of incompatibility shall be subject to referral to and discussion with County Counsel.

   e. The Director's AUD 263 shall be forwarded to CAO.

2) Form 730

   a. Upon receipt from the Clerk of the Board, the Payroll Clerk will forward Forms 730 to the affected Management staff.

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b. Affected staff are to complete and return Forms 730 to the Director or the department Personnel Officer not later than March 25. Completed forms will be held in employee's personnel file. The Director's Form will be forwarded to the Clerk of the Board by March 31.

c. Any concerns regarding apparent or potential conflict of interest will be referred to County Counsel.

References:

Government Code Sections 1090, 1120, 1125-1127, 87300.

Department Conflict of Interest Code.

Approved and/or authorized by the Board of Supervisors of the County of San Diego
Date: 11/10/98 Minute Order No. 42
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By
Deputy Clerk