COUNTY OF SAN DIEGO
FARM AND HOME ADVISOR

PERSONNEL

RULES RELATING TO INCOMPATIBLE ACTIVITIES

1. PURPOSE

To provide guidance to all County personnel, for whom the Director, Farm and Home Advisor is the appointing authority, relative to outside activities for compensation which are inconsistent and incompatible with their duties as County employees.

2. SCOPE

The rules set forth below apply equally to all County personnel for whom the Director, Farm and Home Advisor is the appointing authority. Determination of the compatibility of specific cases of outside employment, business activity or enterprise shall be made by the Director, Farm and Home Advisor.

3. BACKGROUND

Pursuant to Government Code Section 1125 - 1127 and Board of Supervisors Resolution No. 41 of February 29, 1972, each appointing authority of the County of San Diego is required to formulate rules specifying those activities for compensation, outside of County duties of the employees under his or her jurisdiction, which are inconsistent and incompatible with their duties as County employees. In compliance with this requirement, the Director, Farm and Home Advisor has determined that the outside activities set forth in the following rules are inimical to the functions and responsibilities of the employees for whom he/she is the appointing authority and are therefore prohibited.

4. RULES

The following incompatible activities are prohibited.

a. Any activity which involves the use, for private gain or advantage, of County time or facilities, including but not limited to the following:

   (1) Any outside employment which results in the receipt of or the making of telephone calls or which results in visits by a private client to an employee while he is on duty at his County employment.

   (2) Any outside employment which results in use of County equipment, vehicles, supplies, notes, records, maps or other data.

4. RULES (Continued)

b. Any activity which involves the use for private gain or advantage of the prestige, or influence of the individual's County employment, including but not limited to the following:

(1) Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, gratuities, business, compensation, or favors from business firms or their agents who deal with the County.

(2) Using official information not readily available to the general public, gained in the course of County employment, for private gain or advantage or for the gain or advantage of another.

c. Any activity which involves the receipt by the employee of money or other consideration for private gain or advantage from private parties for the performance of acts which the employee is expected to render in the regular course of his duties as a County employee, including but not limited to the following:

(1) Any consultation work for personal fee or favor concerning the application or interpretation of orders of any element of the County.

(2) Expediting the payment of claims in return for personal fee or favor.

(3) Performing for personal fee or favor any research into County records.

d. Any activity which is in conflict with the duties and responsibilities of the employee, including but not limited to the following:

(1) Any outside employment which will impair the employee's independence of judgment as to his County duties.

(2) Any outside activity which will require or induce the employee to disclose confidential information acquired by him in the course of County duties.

(3) The provision of estimating services to any person bidding on or Who may reasonably be expected to bid on a contract with the County.

e. Any activity in which a part of the employee's efforts may be subject to approval, review, control, or audit by another employee, officer,

4. RULES (Continued)

board, or commission of the County of San Diego including but not limited to employment by a contractor, firm or person who has been awarded a County contract.

f. Any activity which involves demands on the employee's time which renders the performance of his County duties less efficient including but not limited to the following:

(1) Outside employment resulting in physical or mental fatigue which interferes with the efficient performance of the employee's duties.

(2) Outside employment which interferes with the employee's ability to respond to an emergency.

g. Any outside employment or activity which reflects unfavorably on the Community Services Agency or the County of San Diego.

5. DISCLOSURE OF OUTSIDE ACTIVITIES

Each employee for whom the Director, Farm and Home Advisor is the appointing authority shall disclose or report to the director in writing any outside employment or activity where any part of his efforts will be subject to approval by any other officer, employer, board or commission of the County.

The attached form "Disclosure of Outside Activities" shall be used by each employee to record the required information. It shall be filled out and submitted by each present employee within 30 days after the date on which this procedure was approved and be each new employee as part of his personnel processing. Changes shall be submitted as they occur. If any employee for whom the Director, Farm and Home Advisor is the appointing authority shall receive an assignment of work that relates to any organization, property or activity in which he or a member of his family has an interest he shall disclose and report such interest in writing to his appointing authority.

6. APPROVAL OF OUTSIDE ACTIVITIES

Approval of outside activities shall be based upon a determination by the appointing authority that the activity in question is not in conflict with the employee's County responsibilities or with the functions and responsibilities of the employee's appointing authority.

7. DISCIPLINARY PROCEDURE

Participation in any prohibited activity by any employee covered by these rules, after a proper notification of such prohibition pursuant to these rules, may be cause for suspension, demotion, reprimand, transfer or removal within the provisions of the Charter of the County of San Diego, and the Rules of the Civil Service Commission. The provisions of Civil Service Rule VII as to notice and hearing shall be applicable to any determination that an employee covered by these rules has engaged in a prohibited outside activity. Any employee covered by these rules may, upon determination by appointing authority that he has engaged in a prohibited activity, request a hearing before his appointing authority, and such hearing shall be given to the employee within a reasonable time.

8. NOTICE TO EMPLOYEE

Each employee covered by these rules shall be provided a copy of these rules, and shall be responsible for the initial disclosure of outside activities and of changes in such outside activities. New employees appointed after the original distribution of these rules shall be provided a copy during personnel processing.

9. BIANNUAL REVIEW

At six-months intervals these rules will be reviewed by the appointing authority to insure compliance by all employees under the jurisdiction of the appointing authority. This review will include the modification of previously filed statements, and the filing of new statements disclosing those activities for compensation which are covered by these rules.

Sue S. Manglallan

SUE S. MANGLALLAN, Acting County Director
Farm and Home Advisor

SSA:cd

Attachment: Employee Statement "Disclosure of Outside Activities"

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: [illegible]
Deputy Clerk

COUNTY OF SAN DIEGO
FARM AND HOME ADVISOR

DISCLOSURE OF OUTSIDE ACTIVITIES

I certify that I have read and understand the "Rules Relating to Incompatible Activities."

I am currently engaged in, or plan to enter into, outside employment, business activity or enterprise which is related to my duties as a County officer or employee, or which may be subject to review or approval by a County officer or employee, as follows:

Description of activities_____

_____

Duties or function_____

_____

_____

_____

Remarks:_____

I further certify that I will keep my appointing authority informed of any change in my outside activities which will make any part of my efforts subject to review by any other officer, employee, board or commission of the County. In addition, I certify that if I shall receive an assignment of work which relates to any organization, property or activity in which I or a member of my immediate family has an interest, I shall disclose and report such interest in writing to my appointing authority.

In the event of doubt on my part as to the proprity of any of my outside activities, I understand that I should report such outside activity to my appointing authority and request a ruling in regard to that outside activity.

Name of Employee	Employee Number and Class Title
Signature	Department
Date	Approved, Appointing Authority SUE S. MANGLALLAN, Acting County Director Farm and Home Advisor