BACKGROUND

The Board of Supervisors, pursuant to Government Code Sections 1125-1127, has adopted rules and regulations to govern the application of various state laws (Government Code Sections 1090, 1120, 1125-117) concerning incompatible activities of County officers and employees. These rules and regulations, in turn, require appointing authorities to adopt more specific rules pertaining to their responsibilities, and that of their employees. This policy responds to those requirements.

A.11.1 PURPOSE

To outline rules regarding incompatible activities to be followed by County Library staff.

A.11.2 POLICY

No County Library employee will engage in any compensated activity outside of County duties which is inconsistent or incompatible with his/her duties as a County employee.

A.11.3 GUIDELINES

Semi-annually, the Auditor and Controller requires that all employees complete and submit Incompatible Activities Disclosure Statement (Form AUD 263) to report outside activities. The card must be returned to the Personnel Unit within two weeks of date of issue. Employees may not decline to complete the form. Failure to complete the form accurately with either affirmative information or a box checked "None" will subject the employee to disciplinary action.

OUTSIDE ACTIVITIES

All County Library employees will comply with this policy regarding disclosure of outside activities, as per the following standards.

Standards

The following standards define prohibited activities:

1. Any activity which involves the use for private gain or advantage of County time or facilities, including the following:

a. Any outside employment or volunteer work which results in the employee receiving an unreasonable number of telephone calls or visitors while working on County time.

b. Any personal use of the County's data processing equipment, data, programs or documentation obtained in ways not available to the public.

c. Any use of, or reproduction of library materials that is of a proprietary nature.

2. Any activity involving the use of, for private gain or advantage, the prestige or influence of the individual's County employment, including the following:

a. 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 Library.

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

3. Any activity which involves the employee receiving money or other consideration from private parties for performing acts which are expected to be performed in the regular course of his/her duties as a County employee, including any consultation work for a fee concerning the application or interpretation of County Library orders.

4. Any activity which conflicts with County Library duties and responsibilities, including:

a. Any outside activity which will impair the employee's independence of judgement as to his/her County duties.

b. Any outside activity which will require or induce the employee to disclose confidential information acquired in the course of his/her County duties.

c. Any consultation work for a fee concerning San Diego County application or activity which is found predominantly within the purview of government.

COUNTY LIBRARY

POLICY AND PROCEDURE MANUAL

A.11

SUBJECT: INCOMPATIBLE ACTIVITIES

5. Any activity in which a part of the employee's effort may be subject to approval, review, control or audit by another employee, officer board or commission of the County of San Diego unless approved by the appointing authority or designee.

6. Any activity which involves such time demands as would interfere with the efficient performance of an employee's County duties. For example, any activity which will require more than an occasional leave of absence during the employee's normal work hours, or any job that would preclude a substitute from being available when called.

7. Any activity which may cause an employee to become so physically or mentally exhausted, that the employee becomes ill and misses work.

When an employee wishes to engage in outside activities, she/he signs the disclosure statement for approval by the Principal Librarian or Deputy Director. If the proposed activity is in compliance with the above standards, then the employee may proceed with the activity. If, however, the activity is not in compliance, then the request will be denied. The employee may then appeal to the appointing authority.

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