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OUTSIDE EMPLOYMENT AND INCOMPATIBLE ACTIVITIES	SS-19	10/02/98	1 of 3

PURPOSE

To establish a policy which requires employees to disclose, in writing, any outside employment or activity which relates to his/her County duties or the functions and responsibilities of the Department of Planning and Land Use, or which may be subject to approval by another County officer or employee.

BACKGROUND

On February 29, 1972, the Board of Supervisors adopted rules governing application of incompatible activities law (G. C. Secs. 1125-27). These rules require each appointing authority to formulate rules specifying those activities for compensation outside of the normal duties of officers and employees under its jurisdiction which are incompatible to or in conflict with duties as County officers and employees.

POLICY

I. PROHIBITED ACTIVITIES

The Department of Planning and Land Use has determined that the outside activities set forth in these rules may be in conflict with the functions and responsibilities of employees of this department and are therefore prohibited.

A. Any activity by an employee which involves the use of County time, facilities, equipment or materials for private gain or advantage, including the following:

1. Any outside employment which results in receipt of telephone calls or visitors while on duty at his/her County employment.

2. Any outside employment which utilizes County facilities, equipment, materials or other County support.

3. Any outside employment which interferes with the efficient performance of his/her duties in the Department of Planning and Land Use.

B. Any activity which involves the use for private gain or advantage of the badge, uniform, prestige, or influence of the individual's County employment, including the following:

1. Directly or indirectly soliciting, seeking or accepting personal loans, gifts, gratuities, business, compensation, or favors from business firms, their agents or members of the public.
2. Using 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. Use of on-the-job public contact to promote or support in any way outside employment, such as direct soliciting, passing of business cards or any other form of advertising, or business referrals.

C. Any activity which involves the receipt by the employee of money or other consideration from private parties for the performance of acts which the employee is expected to render in the regular course of duties as a County employee, including the following:

1. Any consultation work for a fee concerning the application or interpretation of orders of this department.
2. Any remuneration for public services performed in the course of assigned County duties.

D. Any activities which is in conflict with the duties and responsibilities of the Department of Planning and Land Use, including the following:

1. Any outside employment which may compromise, or present the appearance of compromising, the independence and/or objectivity of an employee while performing his/her assigned duties.
2. Any outside activity which will require or induce the employee to disclose confidential information acquired in the course of his/her County duties.
3. Any outside employment, including employment with another government entity or nonprofit organization, with an entity which has a contract with the County or has had a contract within the last twelve (12) months.

E. Any activities in which a part of the employee's efforts 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 Director, Department of Planning and Land Use.

F. Any activity of a full-time employee which involves more than sixteen (16) hours per week.

II. DISCLOSURE OF OUTSIDE ACTIVITIES

A. Employees of the Department of Planning and Land Use are required to disclose in writing any outside employment or activity.

B. Every employee is required to file a "Disclosure Statement" (Aud. 263) every six months, even if not involved in any outside activities. These statements must be updated immediately if changes occur.

C. An employee who is engaged in outside activity must also complete the attached departmental form, "Notification of or Intent to Engage in Outside Employment." This form is reviewed by an advisory committee consisting of three employees appointed by the Director, Department of Planning and Land Use. The committee will recommend approval or denial to the Director.

III. DISCIPLINE

A. Participation in any prohibited activity by a classified officer or employee, after proper notification of such prohibition pursuant to these rules, may be cause for reprimand, suspension, demotion, or removal within the provisions of the Charter of the County of San Diego and the rules and regulations of the Civil Service Commission.

B. Participation in a prohibited activity by an unclassified officer or employee, or member of the Executive Service may be cause for discipline or removal.

GARY L. PRYOR, Director
Department of Planning and Land Use

GLP:JSP:jcr

Attachment

FREQUENT.WRD\DPLUPOL\SS-19-998

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