



NICK MACCHIONE, FACHE
DIRECTOR

TERRY HOGAN
CHIEF OPERATIONS OFFICER

County of San Diego

HEALTH AND HUMAN SERVICES AGENCY

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

August 11, 2010

TO: All HHS A Employees

FROM: Nick Macchione, Director
Health and Human Services Agency

INSTRUCTIONS FOR COMPLETING YOUR AUGUST 2010 DISCLOSURE CARD

You will soon be receiving your semi-annual Disclosure Statement card which requires you to report any paid employment outside of your County job. 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. If you are completing the card by hand, please print your name and other information legibly in ink.

If you are employed outside the County, you are required to complete the card and 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.

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.

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;
- Disaster Service Worker (DSW) activities performed for the County.

The additional information form is available at www.cosdcompliance.org and can be completed on-line or printed in hard copy. When accessing the site, select the "Outside Employment" link, and then the link for "Outside Employment Disclosure Questionnaire". **The due date to return the completed information to your supervisor is Friday, August 27, 2010.**

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 Human Resources Officer no later than Friday, September 3, 2010.** Your DHRO will forward them to the Compliance Office.

If you have any questions, please contact the Compliance Office at (619) 515-4246, your Departmental 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