

**RULES FOR REGISTRAR OF VOTERS DEPARTMENT
REGARDING INCOMPATIBLE ACTIVITIES
(Revised 9/16/98)**

Pursuant to Government Code Sections 1125-1127 and the 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 jurisdiction, which are inconsistent and incompatible with their duties as County employees. In compliance with this rule, the Registrar of Voters 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, therefore, prohibited, or require reporting those activities to the Registrar of Voters.

- I. Any activity 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 frequent telephone calls or visitors by the employee while on duty at his/her County employment.
 2. The sale of publications or written materials prepared on County time or utilizing County facilities, equipment and/or materials. Funds from the sale of copies of County reports are deposited in the County General Fund.
 3. Any outside employment activity, including employment with another government entity or nonprofit organization, which would interfere with the efficient performance of his/her County duties in the Registrar of Voters Department.

- II. 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 public jurisdictions, private business firms or their agents who deal with this or any other department of the County of San Diego.
 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.

- III. 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 his/her duties as a County employee, including the following:

Any consultation work for a fee or other remuneration concerning the application or interpretation of orders, directives or other communications of this department, the Board of Supervisors or any other department of the County of San Diego.

- IV. Any activity which is in conflict with the duties and responsibilities of the Registrar of Voters Department, including the following:
1. Any outside employment, including employment with another government entity or nonprofit organization, which will impair the employee's independence of judgment as to his/her County duties.
 2. Any outside activity, including employment with another government entity or nonprofit organization, which will require or induce the employee to disclose confidential information acquired in the course of his/her County duties.
- V. Any outside employment, including employment with another government entity or nonprofit organization, in which a part of the employee's efforts therein may be subject to approval, review, control, or audit by another employee, officer, board or commission of the County of San Diego.
- VI. Disclosure of Outside Activities:
1. Employees of the Registrar of Voters shall disclose or report to the Registrar of Voters in writing any outside employment or activity where any part of their efforts will be subject to the approval by any other officer, employee, board, or commission of the County.
 2. Employees of the Registrar of Voters shall disclose to the Registrar of Voters in writing if an assignment of work relates to any organization, property or activity in which he/she or a member of his/her immediate family has an interest.
 3. Employees of the Registrar of Voters shall disclose to the Registrar of Voters in writing if he/she makes a presentation before any officer, board or commission which the Registrar of Voters represents or advises and in which the employee or a member or his/her immediate family has an interest.
 4. Employees of the Registrar of Voters shall disclose to the Registrar of Voters in writing any paid position held in a non-profit entity which has or is seeking contracts with the County of San Diego.
 5. The disclosure requirements shall be applicable to employees of the Registrar of Voters who are employed by another government entity or nonprofit organization.
 6. Where employees of the Registrar of Voters are authorized to expend time and/or resources on outside activities, those involved will document the activities and make it available to the Registrar of Voters.

VII. Violation of rules is grounds for discipline.

1. Participation in any prohibited activity by any classified officer or employee or failure to properly disclose outside activities as required by these Rules, after proper notification of such prohibition or failure to disclose, may be cause for suspension, demotion, reprimand, transfer or removal within the provisions of the Charter of the County of San Diego, and Civil Service Rules. The provisions of Civil Service Rule VII as to notice and hearing shall be applicable to discipline imposed based on a determination that a classified officer or employee has engaged in any prohibited outside activity or has failed to properly disclose outside activities as required by these Rules.
2. Any unclassified officer or employee may, upon determination of the Registrar of Voters that he/she has engaged in a prohibited activity or failed to properly disclose any outside activity, request a hearing before the Registrar of Voters or the Registrar of Voters' designee, and such hearing shall be afforded to the unclassified employee within a reasonable time. Participation in any prohibited activity or failure to disclose outside activities as required by these Rules by any unclassified officer or employee may be cause for discipline or removal.

Approved and/or authorized by the Board
of Supervisors of the County of San Diego
Date: 11/10/48 Minute Order No. 42
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By [Signature]
Deputy Clerk

September 16, 1998

REGISTRAR OF VOTERS PROCEDURES: INCOMPATIBLE ACTIVITIES
(Form AUD. 263)

1. Auditor provides all Registrar of Voters employees with Incompatible Activities (Form AUD 263) semi-annually during the first and third quarters of the year.
2. All Registrar of Voters employees file Form AUD 263 with the Department's Personnel Aide by March 31 and September 30.
3. In addition, the Registrar files a copy of Form AUD 263 with the Chief Administrative Officer for review and filing in the Chief Administrative Officer's office by March 31 and September 30.
4. The Registrar of Voters or designee will review the Department's Form AUD 263 by April 15 and October 15 (indicated by the Registrar or designee dating and initialing each form).
5. All completed Form AUD 263s will be kept on file by the Personnel Aide for current plus two years, (Government Code 81009.9) at which time they will be destroyed.

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