

## HHSA Conflict of Interest Decision Tree

### INSTRUCTIONS FOR SUPERVISORS

1. Complete a Conflict of Interest Decision Tree for each employee that reports outside employment in the County of San Diego Disclosure Statement.
2. Check the appropriate box below for each question; then determine any potential prohibited employment concerns in accordance with HHSA Policy M-3.4.
  - If at least one of the Questions is marked "YES", the outside employment is potentially incompatible.
  - If all of the Questions are marked "NO", the outside employment is not potentially incompatible.
3. Notify Human Resources if any potential incompatible outside employment positions are identified. Human Resources, in conjunction with HHSA Business Assurance and Compliance (BAC), will review for incompatible determinations and provide guidance to the HHSA employee.
4. Provide your name in the Final Determination section below. If applicable, provide review determinations made by Human Resources/BAC for potential incompatible outside employment positions.
5. Keep a copy of this Decision Tree for your records.
6. If you have any remaining questions or concerns, please contact BAC by email at [Compliance.HHSA@sdcounty.ca.gov](mailto:Compliance.HHSA@sdcounty.ca.gov). See HHSA Policy and Procedure M-3.4 for additional information.

### QUESTIONS

A) Does the outside employment involve the receipt of any money or other consideration for performing an act that is expected to be completed as a part of the employee's County duties?

☐ YES

☐ NO

B) Does the outside employment involve the performance of an act which may later be subject to the control, inspection, review, audit, or enforcement of any other County employee?

☐ YES

☐ NO

C) Does the outside employment involve any time demands that would interfere with the efficiency and performance of the employee's County duties?

☐ YES

☐ NO

D) Does the outside employment involve using County time, facilities, equipment supplies, or the badge, uniform, prestige, or the influence of the employee's office or position for private gain or advantage?

☐ YES

☐ NO

E) Is the outside employment with a current County contracted partner?

☐ YES

☐ NO

### FINAL DETERMINATION

Name of Supervisor:

HR/BAC Review Determination: