

OTHER EMPLOYMENT

PROGRAM OVERVIEW

Departments have the authority to approve Outside Employment or Activity Declarations in accordance with the Monterey County Personnel Policies and Practices Resolution No. 98-384. In determining the approval or denial of the employee's request to participate in outside employment, activity or enterprise, the following should be considered:

- Compatibility of proposed employment, activity or enterprise with employee's duties or with the duties, functions or responsibilities of his/her Department Head or agency.
- Use of County time, facilities, equipment or supplies
- Use of a badge, uniform, prestige, or influence of the employee's County office or employment
- Duties would normally be required or expected as part of employee's County employment
- Compensation received which may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement of a County officer or employee.
- Time demands/requirements which would render the employee less efficient as a County employee

PROCEDURES

1. Prior to engaging in a particular outside employment, activity or enterprise, employee completes a "Declaration of Outside Employment, Activity or Enterprise" form (form B.14) requesting authorization to conduct activity and submits it to Department Head or designee.
2. Department Head or designee reviews information provided for possible conflict of interest.
3. If outside employment, activity or enterprise has potential conflict through the employee's ability to solicit private business through County contacts, Department Head or designee may approve such if a written statement is secured from the employee assuring that no conflict will occur.
4. Department Head or designee approves or denies request and returns copy of form and any supporting documentation to the employee.
5. Original of "Declaration of Outside Employment, Activity or Enterprise" form and supporting documentation is placed in employee's departmental personnel file.
6. Continued approval of outside employment, activity or enterprise must be renewed each calendar year.

DECLARATION OF OUTSIDE EMPLOYMENT OR ACTIVITY

Each Monterey County employee must complete this declaration. Please read the information below on State regulations and County Personnel Policies and Procedures Resolution and guidelines prior to completing this form. **IF AN EMPLOYEE IS ENGAGED IN OUTSIDE EMPLOYMENT OR ACTIVITY, A NEW FORM MUST BE COMPLETED WHENEVER THERE IS A CHANGE IN OUTSIDE EMPLOYMENT, ACTIVITY, OR SELF-EMPLOYMENT AND EACH CALENDAR YEAR.**

State law and the County Personnel Policies and Procedures Resolution specify that County employees shall not engage in any employment or activity which is incompatible with their duties as an employee or with the duties, functions or responsibilities of the department head or the agency by which they are employed.

The Monterey County Personnel Policies and Procedures Resolution requires that an employee engaging in any outside employment or activity (including self-employment) shall inform their department head of the time required and the nature of such activity. An employee who fails to report the required information may be subject to disciplinary action up to and including dismissal.

STATE LAW PROHIBITS ANY OUTSIDE EMPLOYMENT OR ACTIVITY WHICH:

1. Involves your use of County time, facilities, equipment or supplies.
2. Involves the use of badge, uniform, prestige, or influence of your County office or employment.
3. Would normally be required or expected as a part of your County employment.
4. Involves any act for compensation (including self-employment) which may later be subject, either directly or indirectly, to the control, inspection, review, audit, or enforcement of a County officer or employee.
5. Requires time demands, which would render you less efficient as a County employee.

EMPLOYEE NAME: _____

COUNTY DEPARTMENT IN WHICH YOU ARE EMPLOYED: _____

COUNTY JOB TITLE: _____

I hereby certify that I am NOT engaged in any outside employment nor am I engaged in any outside activity that is not compatible with my County employment. I understand I am required to seek the approval of my department head if I wish to engage in such employment or activity in the future.

EMPLOYEE SIGNATURE: _____ DATE: _____

I am currently or plan to be engaged in outside employment or an outside activity. I hereby request approval and provide the information required below:

Date outside employment/activity did or will start _____. Provide a detailed description of the duties of this employment/activity. Please be sure to include any facts which could result in interference, conflict or incompatibility of this employment/activity and your County function and duties:

Name of proposed outside employer/activity: _____

Days/hours required by this employment/activity:

	M	T	W	T	F	S	S
Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours:	__	__	__	__	__	__	__

I hereby certify that the foregoing is a full and accurate statement. I have read and understand the legal prohibitions and certify I will fully comply with them.

EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD AUTHORIZATION

APPROVAL DISAPPROVAL

REASON: _____

SIGNATURE: _____ DATE: _____