



COUNTY OF LOS ANGELES

INSTRUCTIONS FOR COMPLETING EMPLOYEE REPORT ON OUTSIDE EMPLOYMENT ACTIVITIES

- Any full-time permanent County employee who is engaging or planning to engage in outside employment activities is required to complete an **Employee Report On Outside Employment Activities** form and an **Authorization to Release Outside Employment/Activity Information** form to disclose the circumstances and consult with his or her supervisor for approval.
- The **Employee Report On Outside Employment Activities** must be completed on an annual basis pursuant to Board Policy.
- **Outside employment includes any gainful profession, trade, business or occupation for any person, firm, corporation or governmental entity and includes self-employment.** (See examples of job categories below). As a full-time County employee you must report any gainful employment outside your regular working hours, including IHSS-compensated services, and confirm that such employment does not exceed 24 hours per week. An exception to the 24 hours per week limitation (but not to the disclosure requirement) may exist for those employees who are providing IHSS-compensated services to an individual for whom the employee is otherwise legally required to provide care.
- Each full-time employee's position with Los Angeles County **must be the employee's primary employment** and the duties of this position must take precedence over all outside employment.
- Full-time permanent employees, exclusive of postgraduate physician classes, may work in non-conflicting outside employment or in a temporary position with the County to a **limit of 24 hours in a week**, provided the effectiveness of their primary County assignments are not impaired. For postgraduate physician classes, the limitation on outside employment is 96 hours per month.
- Employees receiving compensation from a medical school, foundation or other County-approved entity will perform all County work only **on premises owned, leased, operated and/or authorized by the County**.
- Outside employment **must not be performed during an employee's medical or family leave of absence**.
- **While on duty**, no employee may engage in any outside employment or activity for compensation or on a volunteer basis, unless it is a circumstance in which an employee receives supplementary compensation as provided for in Los Angeles County Code Section 5.44.030. Many activities with non-county agencies are considered to be a regular part of the employee's County assignment. If there is any doubt as to the nature of the activity, approval of the department head should be obtained.
- **Employees shall not use County facilities, tools, equipment, or supplies for other than County purposes.** Unauthorized use of confidential and other non-public information gathered in contact with patients, clients, employees, or from departmental records, is prohibited. Such information may be used only for official departmental business.
- Any violation of the Board's Policy by an employee, in whole or in part, **may be cause for disciplinary action, up to and including discharge.**
- Supervisors/managers are responsible for enforcing the provisions of the Board's Policy and taking appropriate action to resolve each situation, including effecting discipline, if necessary. **Failure to take appropriate action may subject the supervisor/manager to disciplinary action, up to and including discharge.**

JOB CATEGORIES

Accounting (Accountant/Bookkeeping/Taxes)	Health & Mental Health Professions (Physician/Psychologist/Nurse/ Social Worker)	Law Enforcement/Security (Security Officer/Investigator)
Child Care Provider (Babysitter)	Information Technology (Data Systems/Internet Webmaster/Computer Repair)	Office Support (Secretary/Receptionist/Office Assistant)
Church/Religious Organizations	In-Home or Online Product Sales (Avon, Tupperware, Mary Kay, etc.)	Other Government Agencies (City, State, Federal)
Consultant (Management/Business/Engineer/Legal)	In-Home Supportive Service Worker	Other Non-Profit Organizations
Cosmetology/Beautician/Barber	Laborer/Maintenance (Landscaping, Painting, etc)	Professional Sales (Real Estate/ Insurance/Auto/ Marketing/Retail)
Education (Professor/Teacher/Instructor/Coach)		Self-Employment
Entertainment		Skilled Trades (Carpentry, Plumber, Electrician, etc)