



Santa Cruz Consolidated Emergency Communications Center

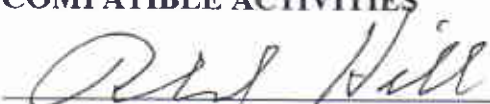
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9-1-1 FIRE
POLICE
MEDICAL



Michael J. McDougall
General Manager

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No. 1311	Date Issued: July 27, 2006
Section: 1000 – Personnel Policies	Date Revised:
Accreditation Standards: None	
SUBJECT: INCOMPATIBLE ACTIVITIES	
APPROVED:	
	Board Chairperson

1.0 Policy

In accordance with Government Code Section 1126, et. seq., the Board of Directors of the Authority adopts the following policy relating to incompatible activities for Authority officers and employees:

1.1 Authority officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as Authority officers or employees or with the duties, functions, or responsibilities of the Authority.

1.2 Authority officers and employees shall not perform any work, service, or counsel for compensation outside of their Authority employment where any part of their efforts will be subject to approval by any other officer or employee of the Authority unless otherwise approved in the manner prescribed by paragraph 2.0.

1.3 Authority employees' outside employment, activity, or enterprise may be prohibited if it:

1.3.1 involves the use for private gain or advantage or their Authority time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of their Authority office or employment; or,

1.3.2 involves receipt or acceptance by anyone other than the Authority for the performance of an act which officers or employees, if not performing such act, would be required or expected to render in the regular course or hours of their Authority employment or as part of their duties as Authority officers or employees; or,

1.3.3 involves the performance of an act in other than their capacity as Authority officers or employees which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officers or employees or the Authority ; or,

1.3.4 involves the time demands as would render performance of their duties as Authority officers or employees less efficient.

1.4 The following activities are incompatible for Authority officers and employees and therefore are prohibited.

1.4.1 Employees shall not use Authority equipment, materials or property for personal benefit or profit. In the event that employees have an occasional personal need to use Authority equipment, materials or property, at the time of such use they shall reimburse the Authority for the cost of providing the same.

1.4.2 Employees shall not use an employee's position for influencing any person for the employee's private gain or benefit.

1.4.3 Except as provided in paragraph 2.0, employees shall not accept employment by or receipt of compensation from any consulting firm, broker, or other vendor providing or seeking to provide goods or services to the Authority.

1.4.4 Employees shall not make unauthorized use of confidential information prepared or kept by the Authority for private gain or advantage or furnish confidential information to any person not authorized to inspect such information.

1.5 Violation of this Policy is grounds for disciplinary action, including suspension or dismissal. Policy No. 1080 (Corrective Action) shall apply with respect to any disciplinary action related to this Policy.

2.0 Procedure

2.1 The General Manager, Managers, and Supervisors may engage in occasional teaching, writing, or consulting projects which do not conflict with this policy and are performed during their non-working hours, whether for compensation or otherwise,

subject to the requirements of this Policy and Policy No. 2005 (Outside Employment).

2.2 All outside services or employment by the General Manager where the compensation is expected to exceed twenty-five hundred dollars (\$2,500), not including expenses, in any calendar year shall be subject to approval by the Board Chairperson, upon the recommendation of the Attorney for the Authority that such service or employment comports with the provisions of this Policy.

2.2.1 Approval of such requests will not be unreasonably withheld.

2.2.2 The Board Chairperson shall report approval to the full Board on correspondence.

2.2.3 Unless otherwise authorized by the Board, approval of the General Manager's request for permission to provide outside services or employment exceeding twenty-five hundred dollars (\$2,500), not including expenses, in any calendar year shall be conditioned upon the requirement that there is a written agreement between the General Manager and the outside employer which includes a provision that the outside employer agrees that it shall not provide or seek to provide services to the Authority for a period of two years after the completion of the outside services or employment and that this limitation is made for the benefit of, and enforceable by, the Authority.

2.3 Authority employees have the right to request a written interpretation from their supervisor regarding the application of this Policy. If employees disagree with a supervisor's interpretation, they may request a review by the General Manager.