



**Martin Luther King, Jr.**  
OUTPATIENT CENTER

**POLICY AND PROCEDURE**

<b>DIVISION:</b> ADMINISTRATION	<b>NUMBER:</b> 04-022
<b>SUBJECT: OUTSIDE EMPLOYMENT AND DUAL COMPENSATION</b>	
<b>SECTION:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 <b>OF:</b> 2
<b>REVIEWED BY:</b> HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	<b>EFFECTIVE DATE:</b> 09/01/98
<b>TO BE PERFORMED BY:</b> ALL EMPLOYEES	<b>REVIEWED DATE:</b> 04/16/07
	<b>REVISED DATE:</b> 04/2017

**PURPOSE**

To provide employees with standards regarding situations in which an employee receives pay from the County and a medical school or affiliated agency/person for the performance of similar duties.

**POLICY**

It is the policy of the Department of Health Services that, in those instances where the interests of the County would be served, County employees in Departmental facilities may engage in outside employment with affiliating medical schools and/or conducting research (hereinafter noted collectively as Medical School).

Outside employment is governed by Title 5, Chapter 5.44 of the L.A County Code and DHS policy 740. Both documents specifically limit the outside employment of full-time County employees, both temporary and permanent, to a maximum of 96 hours per month for physician post-graduate positions or 24 hours per week for all other employees.

It is the responsibility of the Manager/Supervisor to validate that County employees are in compliance with all County policies and/or ordinances relative to the satisfaction of their employment obligations to the County.

Failure to comply will result in appropriate disciplinary action which may include written warning, reprimand, suspension and/or discharge from employment.

**PROCEDURE**

All County employees are required to provide a declaration of their status and intention regarding outside (non-County) employment at the inception of their appointment within MLK OPC. Subsequent to initial appointment, employees are required to submit an updated declaration of outside employment to their immediate supervisor/department manager upon any change in the terms/conditions of existing or new outside employment.

Although County employees holding less than full-time appointments (items other than A, M, N, or O status) do not have the limitation of 24 hours per week of non-County employment, they are required to disclose outside employment to ensure that a conflict of interest does not exist between primary and secondary occupations.

At the time of employment with MLK OPC, each employee shall receive notice of procedures to be followed in the event they are employed by or intend to accept outside employment. This notification shall be documented by employee's signature that he/she has read and understood DHS policy 740 governing Outside Employment/Incompatible Activity, Conflict of Interest, California Conflict of Interest Disclosure Code, and Dual Compensation.

Either at the time of initial appointment to MLK OPC, or at such time as employee files notice of intent to engage in any new or modified form of outside employment, the employee is required to complete and submit the following documents to his/her immediate County supervisor/departmental manager.

- “Outside Employment/Incompatible Activity, Conflict of Interest, California Conflict of Interest Disclosure Code, and Dual Compensation” (Attachment 1).
- County of Los Angeles – Department of Health Services, “Authorization to Release Outside Employment/Activity Information” (Attachment 2).

**EMPLOYMENT WITH AFFILIATING MEDICAL SCHOOLS**

Employment with affiliating Medical Schools or other affiliating academic institutions requires prior approval of the employee’s County supervisor. In the event that the County supervisor is also the employee’s supervisor for the affiliating entity, the approval of the next highest County supervisor or manager not affiliated with the entity shall be required.

Employees engaging in outside employment with an affiliating medical school or other affiliating academic institution shall give first priority to the satisfaction of their primary employment obligations to the DHS/MLK OPC.

There shall be no overlapping of schedules, nor split shifts established for the purpose of facilitating work for the medical school or any other entity. Work performed for the Medical School or any other entity shall be completed prior to the beginning or at the end of the employee’s normal County work shift, and shall not exceed twenty-four (24) hours per week/ninety-six (96) hours per month.

Employees engaged in secondary employment with an affiliating medical school or other academic institution shall be responsible for documenting, separately, the hours worked for both the County and the Medical School, in compliance with the time monitoring policy/procedure.

Compensation received from an affiliating Medical School shall be for work performed for that entity over and above the employee’s obligation to the DHS/MLK OPC, and shall not represent salary augmentation.

**AUDIT AND REVIEW**

The DHS HR shall conduct or cause to be conducted an audit, at least, annually, to assess compliance with this policy and to effect corrective action if the results of the audit warrant such. This should include cooperative efforts with Medical Schools to identify those County employees also working for the affiliating entity.

**AUTHORITY:**

Title 5, Chapter 5.44 of the Los Angeles County Code  
 Department of Health Services Policy No. 740  
 Outside Employment/Incompatible Activity, Conflict of Interest, State of California Conflict of Interest and Disclosure Code, and Dual Compensation

**NOTED AND APPROVED:**

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 Cynthia M. Oliver, Chief Executive Officer

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 Date

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 Ellen Rothman, M.D., Chief Medical Director

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 Date

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 Lessie Barber, Nursing Director

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 Date

Signature(s) on File.