



An individual who leaves a position designated on your agency's conflict of interest (COI) code is required to file a leaving office statement of economic interests (SEI) within 30 days of leaving his position. **As your agency's ethics liaison, you are responsible for overseeing the leaving office filing process for your agency.** Follow the steps below to ensure that your agency's filers comply with the leaving office filing requirements.

Important

- ◆ It is critical that you promptly notify filers of their filing obligations, since departing filers must file their leaving office form within 30 days of leaving.
- ◆ A departing filer cannot file his leaving office form before his last day.
- ◆ Filers who move from one designated position to another within your agency are not required to file a leaving office statement. Use the *Transfer* feature in eDisclosure to update the filer's position.

STEP 1: TERMINATE OR TRANSFER FILERS IN eDISCLOSURE

When a filer leaves the City or moves from a position designated on your agency's COI code to a position that is not designated, use the *Leave Office* function in eDisclosure to remove him from your list of filers. Once you use this function, the filer will receive an email from eDisclosure instructing him to file the leaving office SEI.

For most filers, the leaving office SEI consists of **Form 700**. For elected officials, agency heads, board members, and commissioners*, the leaving office SEI consists of Form 700 and Form 60. Both forms can be filed electronically through eDisclosure.

If the filer has already left the City and no longer has access to his City email, update his email address in eDisclosure before using the Leave Office function.

Leaving Office Function

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Leave Office* button at the bottom of the page.
- d. In the pop-up window, verify the filer's name and select the filer's last day.
- e. Click *Leave* to complete the process.

If a filer transfers to another City agency, use the *Transfer* function in eDisclosure.

Transfer Function

- a. Select *Filer Management* from the *Contact Person* menu.
- b. Select the filer's name.
- c. Click on the *Transfer* button at the bottom of the page.
- d. In the pop-up window, select the filer's new agency and position. Enter the end date for his old position and the start date for his new position.
- e. Click *Transfer* to complete the process.

eDisclosure will email the filer's new ethics liaison a request to accept the transfer. Once the transfer is accepted, the filer will receive emails notifying him to file a leaving office SEI for his former position and an assuming office SEI for his new position.

STEP 1: TERMINATE OR TRANSFER FILERS IN eDISCLOSURE

The new ethics liaison may reject the transfer because the filer's new position is not designated on the new agency's COI code. If the transfer is rejected, you should initiate the leaving office filing by using the *Leave Office* function.

STEP 2: PROVIDE PAPER MATERIALS TO FILERS WITHOUT EMAIL ADDRESSES.

You are responsible for providing filers who do not have email addresses with the paper leaving office filing materials. Download and print the documents listed below from the ethics liaison's web page at ethics.lacity.org/infofor/ethicsliaisons/.

- a. Leaving Office Filing Instructions
- b. Your agency's COI Code
- c. Form 700
- d. Form 60 (*only include for elected officials, agency heads, board members, or commissioners**)
- e. CA Form 700 Reference Pamphlet

On the second page of the *Leaving Office Filing Instructions*, write in your name, address, and phone number in the *Ethics Liaison's Information* table. *Log a note* in the filer's record in eDisclosure indicating with the date the

STEP 3: MONITOR FILERS' FILING STATUS.

materials were sent.

eDisclosure allows you to run reports to see if your filers have started their filings or have successfully electronically filed their Form 700s and Form 60s (if applicable). You can run these reports by selecting *Filer*

STEP 4: COLLECT LEAVING OFFICE SEIs.

Reports under the *Contact Person* menu. Select the report you'd like to run from the *Report* dropdown list (e.g. filed or started not finalized), select *Leaving* from the *Filing Type* dropdown list, and click on *Get Report*.

The majority of your filers will file the Form 700 and Form 60 electronically through eDisclosure. Forms can only be electronically submitted through eDisclosure. Emailed copies of forms will not be accepted.

STEP 5: DATE-STAMP SEI COVER PAGES.

Filers who do not have an email address in eDisclosure or who choose not to file electronically through eDisclosure will file paper forms with you. Paper filings must have an **original signature**. Emailed copies of

STEP 6: PHOTOCOPY AND FILE DUPLICATE SEIs.

forms will not be accepted.

STEP 7: FORWARD ALL ORIGINAL SEIs TO THE ETHICS COMMISSION.

STEP 8: SEND A REMINDER TO NON-FILERS.

It is critical that you date-stamp the front of all SEI cover pages that are submitted to you in paper form, as soon as they are submitted to you. **Late-filing fines may be imposed on filers whose SEIs are stamped past the filing deadline.**

You will need to photocopy all of the paper leaving office SEIs you receive. File the duplicate copies and