

Did you know?



City law requires you to deny a request for outside employment or honorarium made by one of your officials (Form 700 filers) if you determine that the employment or honorarium:

1. Is inconsistent, incompatible, or in conflict with or inimical to the official's City duties or responsibilities; *or*
2. Meets any of the following criteria:
 - It would create the appearance of using or involve the actual use of City office, employment, time, facilities, equipment, or supplies.
 - The official would accept payment from a person other than your department to perform an act that the official is expected to perform in the regular course of City duties.
 - The official is in a position to make, participate in making, or influence a potential City decision that could foreseeably have a material financial effect on the source of income.
 - It would involve the performance of an act that could later be subject to the control, inspection, review, audit, or enforcement of an official in your department.
 - It would involve such time demands that the official's performance of City duties would be rendered less efficient.



Los Angeles City ETHICS COMMISSION

This is a brief overview of the outside employment laws. Please contact us for more information about how the laws apply to you or to report a possible violation.

Address:

200 North Spring Street
City Hall 24th Floor
Los Angeles CA 90012

Phone:

(213) 978-1960

Whistleblower Hotline:

(800) 824-4825

Fax:

(213) 978-1988

Web:

ethics.lacity.org

Outside Employment



City and state laws **limit** the employment you can have and the income you can receive outside of your City job. These laws help to **prevent conflicts** with your City responsibilities.

If you **receive income from the City**, you may not engage in outside employment during any time that you are paid to engage in City business.

If you are an **elected official**, the Charter requires you to devote your entire time to the duties of your City office and prohibits you from receiving *any* outside compensation or honorarium.*

If you are a **public works board member**, the Charter requires you to devote your entire time to the duties of your City office, and you may not engage in outside employment that interferes with those duties.

If you are **required to file a Form 700** (statement of economic interests) and are **not** an elected official or a part-time board or commission member, you must take the following steps **before** accepting an honorarium* or outside employment or income.

STEP 1: Obtain **written approval** from the head of your City agency or your appointing authority. Requests must be denied if the outside income meets any of the criteria on the interior panel of this guide.

STEP 2: If you obtain approval, you must determine whether the source of income is a restricted source to you.

A **restricted source** is a person who does one or more of the following:

- ⇒ Seeks to influence the decisions of your department and is required to file as a lobbyist or lobbying firm;
- ⇒ Has entered into, performs under, or seeks a contract with your department;
- ⇒ Has attempted to influence you in the past year in a City matter that would have a direct financial effect on the person; or
- ⇒ Has had a license, permit, or other entitlement for use pending before you in the last year.

STEP 3: If the source of income is a restricted source, you must obtain **written approval** from the Ethics Commission **before** accepting the income. You may email your request to ethics.policy@lacity.org.

STEP 4: If you are permitted to accept the income, you may need to **report** it on your Form 700. Your department's conflict of interests code will state whether the income falls within your position's disclosure category and must be reported.

** An honorarium is a payment made in consideration for giving a speech, writing an article, attending a meeting, etc. All honoraria are **prohibited** for elected officials, retirement/pension board members, Citywide planning commission members, the City Treasurer, the City Clerk, the CAO, and City employees and consultants who manage public investments. For all other City officials, an honorarium is **prohibited** if it is from a source that the official must report on Form 700 (see Step 4 above).*

This is a brief overview of the law, and other restrictions or exceptions may apply to your situation. Violations may result in penalties. Please contact the Ethics Commission for additional guidance.