

## \*Honorary

An honorarium is a payment that is 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
- City Treasurer
- City Clerk
- 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 of Requesting Approval on inside panel).

## Violations

Anyone who violates these laws (or aids and abets another person in a violation) may be liable for administrative penalties of up to the greater of \$5,000 per violation or three times the amount of money at issue.

You may report possible violations to the Ethics Hotline.

(800) 824-4825, or  
[ethics.lacity.org/enforcement](https://ethics.lacity.org/enforcement)

Los Angeles City  
ETHICS COMMISSION

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

(213) 978-1960

[ethics.lacity.org](https://ethics.lacity.org)

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*This is a brief overview of the City's  
outside employment laws.  
Please contact us for more  
information about how the  
laws apply to you.*

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Los Angeles City  
ETHICS COMMISSION

## Outside Employment



## Limitations

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

The limitations are based on your position:

### 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.\*

### 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.

### City Official (files CA Form 700)

You must take the steps listed under “Requesting Approval” before accepting outside employment, outside earned income, or honorarium\*. This, whether monetary or non-monetary, is not required for part-time board and commissioner members.

### City Employee (does not file CA Form 700)

You may not engage in outside employment during any time that you are paid to engage in City business.

## Requesting Approval

- 1 Obtain written approval from the head of your City agency or your appointing authority. Requests must be denied if the outside employment or earned income meets any of the criteria under “Evaluating Requests”.
- 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 your department and is required to register 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 that person; or
  - Has had a license, permit, or other entitlement for use pending before you in the past year.
- 3 If the source of income is a restricted source, you must also obtain written approval from the Ethics Commission before accepting the compensation. You may email your request to: [ethics.policy@lacity.org](mailto:ethics.policy@lacity.org).
- 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 as

## Evaluating Requests

Department heads have the authority to deny a request for outside employment, outside earned income, or honorarium\* for operational or other departmental needs. However, a department head is *required* to deny a request made by a City official if the department head determines that the employment, income, or honorarium is inconsistent, incompatible, or in conflict with or inimical to the official’s City duties or responsibilities. Such a determination must be made if one or more of the following factors applies:

- 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.