

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES  
ADMINISTRATIVE DIRECTIVE NO. 992  
(Replaces AD 992 dated 8/10/2006)

Effective Date: November 9, 2006

## SUBJECT: INCOMPATIBLE EMPLOYEE ACTIVITIES

### I. PURPOSE

To notify employees of activities that are absolutely prohibited, or those activities that shall require an individual determination as to whether they are inconsistent, incompatible, in conflict with, or inimical to duties.

### II. AUTHORITY

California Code of Regulations, Government Code Sections 11152, 3201-3209, 19990; and 19572; Public Contracts Code Section 10410; Federal Hatch Act (5 U.S.C. Section 1502), Department of Mental Health Policy Directive 713.

### III. POLICY

Each employee shall notify his or her supervisor in writing of any outside employment or employee activities that require an individual determination as to whether they are inconsistent, incompatible, in conflict with, or inimical to the duties of the employee of Coalinga State Hospital (CSH) or which may be prohibited activities.

Employees do not represent and must not speak for CSH in any way during secondary employment.

Supervisors will route the written notification through their respective chain of command, with final approval/disapproval at the level of the Executive Director.

The Executive Director has the responsibility to make a written determination as to whether an activity is incompatible or permitted.

### IV. METHOD

A. Each new employee shall receive a summary of the Department of Mental Health's Statement of Incompatible Activities (Policy Directive 713) in his/her hospital orientation-training packet. It is the responsibility of the employee to notify CSH of any changes in his/her outside employment or incompatible activity status throughout the year. The forms will be updated during the Annual Review Training.

B. Each Program Director/Department Head shall ensure that employees are aware of the Statement of Incompatible Activities.

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- C. It is the responsibility of each employee to notify his/her supervisor in writing of any incompatible activity. This notification will be reviewed and forwarded through their chain of command for final review at the level of the Executive Director. The Executive Director shall review and make a written determination within five (5) business days of receiving the request for determination.
- D. If the request needs additional review, the Executive Director will advise the employee that a decision will be made within ten (10) working days.
- E. The 1974 Political Reform Act requires public officials at all levels of state and local government to disclose certain financial interests so that the public may be aware of potential conflicts of interest. To meet this requirement, individuals in identified positions must complete a "Statement of Economic Interests for Designated Employees" upon appointment to the position, annually, and upon leaving a designated position.
- F. Employees that are required to complete a Statement of Economic Interest (SEI) form shall participate in mandatory ethics training on incompatible activities and conflict of interest.



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W. T. VOSS  
Executive Director

Cross Reference:  
DMH Policy Directive No. 713 – Incompatible Employee Activities  
CSH Administrative Directive No. 154 – Public Relations