

Meyers, Robert (COE)

JNQ 02-16

From: Meyers, Robert (COE)
Sent: Thursday, February 09, 2006 10:03 AM
To: Sanchez, Martha (LIB)
Cc: Murawski, Michael P. (COE); Bielovucic, Yolanda (COE); Skinner, Arthur D. (COE)
Subject: RE: Request for Opinion

Ms. Sanchez,

Let me do my best to address your questions. Regarding question #1, a person who is not providing services to a third party is not involved in outside employment. Under these narrow circumstances, there would be no reason to file a statement of earnings. Concerning question #2, only full-time employees must adhere to the outside employment provisions. Finally, employees who involved in pursuits that could potential result in earnings or a profit must complete the statement of earnings even when they generate no outside income during the year.

If you have any additional questions, please do not hesitate to contact me.

Thanks,

Robert Meyers

From: Sanchez, Martha (LIB)
Sent: Tuesday, February 07, 2006 5:31 PM
To: Meyers, Robert (COE)
Cc: Kelly, Robert W. (LIB)
Subject: Request for Opinion
Importance: High

Good Afternoon, Mr. Meyers:

One of our employees is an Avon Representative, who claims to not receive statements, paychecks, or year end statements. She doesn't go out to sell nor earns monies from being a rep. (I think she mostly purchases items for herself possibly at a discount due to being a Rep). Does she need to fill out a form for an outside employment and a statement of earnings?

We would also like toknow if part time employees are now required to complete outside employment requests and statements of earnings.

And...one final question: If you are approved for outside employment but do not earn any monies during that year, do you still have to complete the statement of earnings?

Thank you for your time and guidance,

Martha Sanchez
Personnel Manager

2/9/2006