

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Tuesday, October 09, 2012 2:48 PM
To: Walker, Jennifer (RER); Centorino, Joseph (COE)
Subject: INQ 12-171 Outside Employment (Movie Extras)
Attachments: AO7-1 Outs Emp Gratuities.pdf

Hello Jennifer,

Employees hired as movie extras will be engaged in outside employment and are required to follow all of the requirements associated with that activity, including obtaining permission from their supervisors and filing a statement of their outside employment income by July 1 of next year.

If these employees are permitted by their supervisors to engage in outside employment, you may also want them to review Administrative Order 7-1, which discusses other obligations related to outside employment, such as not using County resources to further their outside employment activities.

Please feel free to contact our office if we can be of further assistance.

Sincerely,

VICTORIA FRIGO, STAFF ATTORNEY

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From: Walker, Jennifer (RER)
Sent: Tuesday, October 09, 2012 2:07 PM
To: Frigo, Victoria (COE); Centorino, Joseph (COE)
Cc: Walker, Jennifer (RER)
Subject: Outside Employment Form (Movie Extras)

Hi Victoria, not sure how the matter described below should be handled:

A movie is being filmed at the MDPIC facility and they want to hire staff to work after hour as extras and will be compensated for their time. Several of the staff are interested. Question: Are the employees required to complete an Outside Employment form?

Jennifer Walker, PHR
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