

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Tuesday, January 22, 2013 12:57 PM
To: Neal, Jerrod (ISD)
Cc: Hall, Beverly (ISD); Snyder, Michael (ISD); Washington, Virginia (ISD); Centorino, Joseph (COE)
Subject: Outside Employment (INQ 13-08)

Mr. Neal,

As we discussed last week, your work with Back to the Basics Basketball, Inc., is outside employment and, consequently, you must abide by the requirements outlined in the County Code at Sec. 2-11.1 (j) and (k).

This means that, in addition to obtaining permission to engage in work with Back to the Basics Basketball, Inc., you must file an "Outside Employment Statement" annually with the Elections Department indicating your income from Back to the Basics Basketball, Inc. Since you derive no income, you should indicate "none" or "zero" on the "Outside Employment Statement" and attach this email to the form.

As background, outside employment is considered any non-County employment or business relationship in which the County employee provides a personal service to the non-County employer that is compensated or *customarily eligible to be compensated*.

We understand that you are the founder and act as the executive director of Back to the Basics Basketball, Inc., a nonprofit organization. The organization offers afterschool tutoring and basketball instruction for monthly fees. Among your duties at Back to the Basics Basketball, Inc., you recruit coaches and pay them stipends for their services.

Although you do not take a salary for these services, this type of work is *customarily eligible to be compensated*. As such, your services are considered outside employment.

If you have additional questions or your circumstances change, please feel free to contact me.

Sincerely,

VICTORIA FRIGO, STAFF ATTORNEY

Phone: 305 350-0601
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From: Hall, Beverly (ISD)
Sent: Thursday, January 17, 2013 9:59 AM
To: Frigo, Victoria (COE)
Subject: FW: Jerrod Neal Outside Employment

Ms. Frigo,

Please see the email below and advise if the employee needs to file outside employment. Thanks for your assistance.

From: Snyder, Michael (ISD)
Sent: Thursday, January 17, 2013 9:43 AM
To: Hall, Beverly (ISD)
Cc: Washington, Virginia (ISD); Neal, Jerrod (ISD)
Subject: Jerrod Neal Outside Employment

Beverly,

I discussed with Jerrod and he advised he is not an employee, just a volunteer. Nevertheless, he does pay assistants with the camp with funds from the organization. As you mentioned, can you verify with Ethics to see if this situation creates a need to submit an outside employment request.

Thanks,

Mike

Mike Snyder
Director
Labor Management and Compensation
Internal Services Department
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