
GOOD INFORMATION TO KNOW

All Los Angeles Community College District employees hold positions of public trust. Employees fulfill that trust when duties are performed according to applicable laws, rules, and regulations and by avoiding the appearance of impropriety. The following information is good to know:

- **Confidentiality:** District/College employees may have access to information or materials that are considered confidential. Employees are to use discretion and care with handling confidential information or documents. Access to such material is for official use only as specified in Human Resource Guides [HR P-101, Employee Information Certification](#), and [HR P-102, Employee Information Release](#).
- **Use of Resources:** State statute and District Board Rules prohibits employees from using, or permitting the use of, District/College facilities and resources for:
 - Political campaign activities
 - Personal use or enjoyment
 - Private gain or advantage
 - Private instruction or other professional services for compensation (Board Rule 9700)
 - Gambling, lotteries, raffles, and games of chance
 - Outside endeavors not related to district/college business
- **Personal Contracts:** Public contract code prohibits district/college employees to contract with the district/college as an independent contractor to provide services or goods to the district/college.
- **Contracting and Procurement Integrity:** State statute and District policy prohibits District/College employees from:
 - Offering promises of future employment, business opportunities, money, gratuities or other things of value or from soliciting proprietary or source selection information to award a contract.
 - Having an interest in any contract or purchase and/or steering contracts or purchases to a family member, either immediate or direct, a member of one's household, or to any individual or business entity which the employee has an personal interest.
 - District/college employees in positions designated in Los Angeles Community College District Administrative Regulations [C-5, Categories](#) and [C-6 Designated Positions](#) as having procurement oversight responsibility are required to annually submit a [California Fair Political Practices Commission Statement of Economic Interests](#) (Form 700) and the [Board of Trustees Rule XIV, Conflict of Interest Code for the Los Angeles Community College District](#).
- **Neptism:** Employees of the District are prohibited from participating in the selection, hiring, supervision, evaluating work performance, and determining compensation for any individual who is a member of the employee's immediate, family, household, or extended family.
- **Additional Assignments / Employment:** The Los Angeles Community College District limits the number of assignments an employee may have active at any one time to 1.85 FTE as specified in [HR Guide P-130, Additional Assignment](#).
- **For additional information, please contact:**
 - **Employer-Employee Relations**, District Office
Phone: (213) 891-2442