



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Appendix for Policy 0000

APPENDIX - CONFLICT OF INTEREST CODE: Reportable Economic Interest Categories

CATEGORY 1

Include District officials, employees, consultants* and foundation members whose **duties are broad and indefinable**. You are required to report on the annual FORM 700-Statement of Economic Interests:

1. All sources of income,
2. Interests in real property,
3. Investments, and
4. business positions in business entities.

CATEGORY 2

Includes District officials and employees whose decisions **may affect real property interests**. You are required to report on the annual FORM 700 - Statement of Economic Interests:

1. Investments, business positions, and sources of income of the type which engage in land development, construction or the acquisition or sale of real property, and
2. All interests in real property located within the District, including property located within a two mile radius of any property owned or used by the District.

CATEGORY 3

Includes District officials and employees whose duties include participating in contracting or purchasing **for the entire District**. You are required to report on the annual FORM 700 - Statement of Economic Interests:

1. Investments, business positions, and sources of income of the type which manufacture, sell or provide services, supplies, materials, books, machinery or equipment of the type utilized by the District.

CATEGORY 4

Includes District officials and employees whose duties include participating in contracting or purchasing **for a specific department** within the District. You are required to report on the annual FORM 700 - Statement of Economic Interests:

1. Investments, business positions, and sources of income of the type which manufacture, sell or provide services, supplies, materials, books, machinery or equipment of the type utilized by the designated employee's department or division within the District.

DESIGNATED POSITIONS	Reportable Economic Interest Category Numbers
1. Board Members	1
2. Chancellor	1
3. Vice Chancellors	
(a) Business Services	1
(b) Facilities Management	2, 3
(c) Human Resources	2, 3
(d) Instructional Services	2, 3
(e) Student Services	2, 3
4. Director, Information Technology	2, 3
5. Director, Military Education	3, 4
6. Director, Financial Support Services	2, 3
7. Controller	2, 3
8. Director, Purchasing & Contracts	2, 3
9. Colleges/Continuing Education Centers	
(a) Presidents	1

(b) Vice Presidents, Administrative Services	2, 3
(c) District Bookstore Manager	3, 4
(d) District Food Service Manager	3, 4
(e) Continuing Education Deans	4
10. Director, Facilities Services	3
11. Director, Legal Services and EEO	3
12. Equal Opportunity and Diversity Officer	3
13. Architect	2, 3
14. Construction Manager	2, 3
15. Assistant Construction Manager	2, 3
16. Real Property Agent	2, 3
17. Chief of Police	2, 3
18. Director, Risk Management	3
19. Colleges-affiliated Foundations' Presidents and Directors	1
20. Consultants	1*

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Adopted: September 11, 2008

APPENDIX FOR POLICY 0000
OFFICE OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES