



# Incompatible Activities Agreement

LAST NAME	FIRST NAME
CLASSIFICATION	APPOINTMENT DATE

Pursuant to Government Code Section 19990 “a state officer or employee shall not engage in any employment activity, or enterprise which is clearly inconsistent, incompatible, or in conflict with or inimical to his/her duties as a state officer or employee.”

The State Teachers Retirement System, CalSTRS, has established the following Statement of Incompatible Activities:

All staff members employed by CalSTRS shall, during hours of duty as state employees, devote full time, attention, and efforts to their state office or employment.

No employment activity or enterprise shall be engaged in by any officer or employee of CalSTRS which might result in, or create the appearance of resulting in any of the following:

1. Using the prestige or influence of a state office or employment for the officer’s or employee’s private gain or advantage of another. This is not intended to interfere with or prevent an officer or employee from accepting an invitation to lecture or to teach, on his/her own time, on the basis of the experience and general knowledge gained while an officer or employee of the state. An officer or employee may accept a moderate honorarium for such a lecture or teaching.
2. Using state time, facilities, equipment, or supplies for the officer’s or employee’s private gain or advantage or the private gain or advantage of another.
3. Using confidential information acquired by virtue of state employment for the officer’s or employee’s private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone other than the state for the performance of an act which the officer or employee would be required or expected to render in the regular course of hours of his/her duties as a state officer or employee.
5. Performance of an act in other than his/her capacity as a state officer or employee knowing that such act may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement by the officer or employee or by the agency by which he/she is employed.
6. Receiving or accepting, directly or indirectly, any gift, including money, any service, gratuity, favor, entertainment, hospitality, loan or any other thing of value, from anyone who is doing or is seeking to do business of any kind with the state or whose activities are regulated or controlled in any way by the state, under circumstances from which it reasonably could be inferred that the gift was intended to influence him/her in his/her official duties or was intended as a reward for any official action on his/her part.

The activities listed below are specifically found to be incompatible, inconsistent, or in conflict with the duties of the officers and employees of CalSTRS. These activities do not necessarily include all activities, which may be prohibited under the authority of Section 19990 of the government Code or by other statues or by administrative rule or regulation governing the conduct of state officers or employees.

- A. Accepting employment or work which adversely affects the performance of the employee or officer in his/her position in CalSTRS or which brings discredit on the State of California or the Teachers’ Retirement Board.
- B. Providing any service at city, county, and school district institutes or workshops in California for compensation other than state salary.
- C. Using state postage or stamping facilities for personal use, even though the state is reimbursed before or after use.
- D. Using a state vehicle for personal use, even though the state is reimbursed before or after use.
- E. Using a state telephone for personal toll calls or extended local calls, even though the call is at no special charge to the state or the state is reimbursed before or after use.



# Incompatible Activities Agreement

It is not the desire of CalSTRS to inquire into the private affairs of its employees. However, cooperation is requested of all employees in avoiding activity that will cause embarrassment to this agency, the Teachers' Retirement Board, and the State of California. An employee who is engaging in, or plans to engage in any employment activity, or enterprise which conceivably might be incompatible or interfere in any way with his/her duties as a state employee, is asked to consult with the Human Resources Office for advice.

The participation of any employee of CalSTRS in any part of the acts prohibited by this statement or any amendment thereof may subject that person to dismissal or any other appropriate discipline.

***I have read the foregoing statement of activities, which are incompatible with my employment by CalSTRS and I agree to abide by it. I understand that I may be subject to disciplinary action for engaging in any of the listed types of activities during the time I am employed by the Department.***

---

Employee Signature

Date

---

Supervisor Signature

Date

---

## WHO MUST FILE?

All CalSTRS employees are required to read and sign the CalSTRS Incompatible Activities Statement (AD-150) when they start work with CalSTRS and annually thereafter.

## WHEN TO FILE?

***New employees, contractors, and business partners*** must have a completed form (AD-150) on file with Human Resources prior to being granted access to any CalSTRS systems or engaging in any work involving confidential, sensitive, or personal information.

***Annually***, a pre-filing announcement will be included as part of the CalSTRS Annual Policy Recertification Acknowledgement process:

- Completed forms are due 30 days from the pre-filing announcement date;
- Non-filer reporting to executive management one week following the due date;
- Non-filers will have access and services disabled 30 days from the due date.

## WHERE TO FILE

Route or mail completed forms to:

***CalSTRS Human Resources***  
PO Box 15275, MS 31  
Sacramento, CA 95851-0275

## ASSISTANCE

Contact Human Resources at (916) 414-4933 if you have questions or need assistance completing the form.

***Incomplete or unsigned forms will be returned.***

---