City and County of San Francisco Carol Isen Human Resources Director



Department of Human Resources Connecting People with Purpose www.sfdhr.org

## Additional Employment Request Form Instructions

To avoid conflicts of interest and incompatible activities, City employees who want to engage in any paid employment in addition to their City employment (including a position with a different City department) must submit an Additional Employment Request and receive approval of their Appointing Officer and the City's Human Resources Director **before** starting that additional employment. Under the Civil Service Rules, Series 18, Conflict of Interest, additional employment includes any employment, position, or service—including business ownership, consulting, and working as an independent contractor—for which an employee receives compensation in any form, including salary, wage, fee, commission, or emolument.

## Additional Employment Request Approval Requirements

Employees wishing to engage in additional employment must complete this form to request approval *before* beginning additional employment <u>or</u> *before* there is a change in the conditions of an existing, approved additional employment. Per Civil Service Rules, additional employment requests <u>may be denied</u> if:

- The additional employment interferes in any way with performance of the employee's City employment
- The duties or responsibilities of the additional employment are inconsistent, incompatible or in conflict with the employee's City duties or responsibilities, or those of the employee's department or Appointing Officer
- The duties or responsibilities of the additional employment are contrary to the interests of City service in general or could lead to situations that would discredit the City
- The additional employment involves any work performed during the employee's regular City work schedule

The City may revoke approved additional employment based on new information that affects the approval.

## Additional Employment Request Form Requirements

An employee must fully complete this form, and include the following information:

- "Work Schedule" provides the days and hours of the requested additional employment or an estimate of hours to be worked (e.g., 3-5 hours/week)
- "Amount or value of compensation" provides an estimate of compensation the employee expects to receive for the additional employment
- "Start Date" contains a future date and "End Date" contains a date up to 12 months later than the Start Date
- "Job Duties" provides detail of the work the employee will perform in the additional employment. The description must provide sufficient detail to understand the work and identify possible conflicts, interference, or incompatibility with the employee's City employment

Any employee violating the additional employment requirements is subject to disciplinary action, up to and including termination of employment.

## **DHAR** City and County of San Francisco Department of Human Resources

Instructions: Complete Section I, have your proposed employer complete Section II, then email or hand-deliver this form to your human resources department.

| SECTION I  | EMPLOYEE INFORMATIO               | N                   |                      |                |                 |                   |             |
|--|-----------------------------------|---------------------|----------------------|----------------|-----------------|-------------------|-------------|
| Employee<br>Name   | First                             |                     | City<br>Department   |                |                 |                   |             |
| City Email   | First                             | Last                | Job Code<br>& Title  |                |                 |                   |             |
| Duration   |                                   |                     | Request<br>Type      | New            | Chan<br>Conc    | ge in<br>litions  | Renew       |
| (1 Year Max) _   | Start Date End Date               |                     | Self-<br>Employed?   | Yes            | No              |                   |             |
| Business<br>Name   |                                   |                     | Business<br>Address  |                |                 |                   |             |
| Business<br>Type   |                                   |                     |                      | Street Address |                 |                   |             |
| Type _   |                                   |                     |                      |                | City            | State             | Zip         |
| Set Work<br>Schedule?  | Yes Start<br>No-Explain Below End | Sun Mon             | Tue                  | Wed            | Thu<br>         | Fri               | Sat         |
|  | Amount or value of compens        |                     |                      | Weekly         |                 | Other-Expla       | n Below     |
| Job<br>Duties/<br>Explanations   |                                   |                     |                      |                |                 |                   |             |
|  |                                   |                     |                      |                |                 |                   |             |
| -  |                                   |                     |                      |                |                 |                   |             |
| I understand that any additional employment not in accordance with the applicable Civil Service Rules may result in disciplinary   |                                   |                     |                      |                |                 |                   |             |
| action up to and including termination. I understand I must track the approval end date and ensure re-approval when necessary.<br>I understand the City reserves the right to revoke this approval based on new information that affects the approval. |                                   |                     |                      |                |                 |                   |             |
|  |                                   |                     |                      |                |                 |                   |             |
| _  | Employee's Signature              | Date                |                      |                |                 |                   |             |
|  |                                   |                     |                      |                |                 |                   |             |
| SECTION II OUTSIDE EMPLOYER ACKNOWLEDGMENT   |                                   |                     |                      |                |                 |                   |             |
| I know that the person named in Section I is regularly employed by the City and County of San Francisco, and that I am employing that person subject to compliance with Civil Service Rules X18 series.  |                                   |                     |                      |                |                 |                   |             |
| Name   |                                   |                     | Title                |                |                 |                   |             |
| _  | First                             | Last                |                      |                |                 |                   |             |
| -  |                                   |                     | Email                |                |                 |                   |             |
|  | Employer's Signature              | Date                |                      |                |                 |                   |             |
| For employers that are another City and County of San Francisco department/agency, enter department's abbreviation:<br>If the additional employment may trigger FLSA overtime requirements, notice will be sent to you after review by DHR.            |                                   |                     |                      |                |                 |                   |             |
| li the addi  | tional employment may trigger     | FLSA övertime requ  | lirements, notice    | e will be sent | to you after re | EVIEW DY DHR.     |             |
| SECTION III DEPARTMENTAL APPROVAL  |                                   |                     |                      |                |                 |                   |             |
| I have dete  | rmined that this additional emplo | pyment does not cor | nflict with this emp | oloyee's City  | duties, respons | ibilities and wor | k schedule. |
| Name   | First                             |                     | Title                |                |                 |                   |             |
|  | First                             | Last                |                      |                |                 |                   |             |
| -  | Appointing Officer's Signat       | ure Date            | Email                |                |                 |                   |             |
|  | Appointing Officer's Signat       | ure Date            |                      |                |                 |                   |             |
| SECTION IV DHR APPROVAL  |                                   |                     |                      |                |                 |                   |             |
| I have determined that this additional employment does not conflict with this employee's City duties, responsibilities and work schedule.  |                                   |                     |                      |                |                 |                   |             |
| Name   |                                   |                     | Comment              |                |                 |                   |             |
|  | First                             | Last                |                      |                |                 |                   |             |
| -  | Director/Designee's Signat        | ure Date            |                      |                |                 |                   |             |
|  |                                   |                     |                      |                |                 |                   | Rev 08/2022 |