



## 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 or *before* there is a change in the conditions of an existing, approved additional employment. Per Civil Service Rules, additional employment requests may be denied 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.

