Personnel Policy Bulletin No: 3-90 Date 03-01-90 - Revised 02-20-2013

Regulation Reference No.: 5.1.1. – Appointments

Index Reference: Approval of Appointments: External Employment

Definitions

External employment – is the active holding of one or more positions with a different employer simultaneously with a position in the City University of New York. The most frequent cases of this will likely involve a different public jurisdiction e.g., New York City, New York State, the U.S. Government, etc.

Primary position – is the full-time position held by the employee, or, if no full-time position is held, then that part-time position to which employee has been appointed earliest.

Secondary position – is the part-time position(s) held by the employee, or, in cases of only part-time positions, that part-time position(s) to which employee has been appointed subsequent to the primary position.

Policy

It is the policy of the City University of New York that an employee hired to fill a full-time position at CUNY shall hold that position as his or her primary employment. Any full-time external employment shall require the explicit written prior approval of the employee’s Department Head, the College’s Director of Human Resources, and the College President, subject to these regulations. Special attention should be paid to those situations wherein an employee is holding two full-time positions. Any part-time external employment shall require the explicit written prior approval of the employee’s Department Head and the College’s Director of Human Resources, subject to these regulations.

It is also the policy of the City University of New York that there be no conflict of interest between and among the different positions, part-time or full-time, that an employee might hold, and further, that there be no conflict of work hours between and among the different positions that an employee might hold. Conflicts which arise unexpectedly over work hours may be resolved by the College’s Director of Human Resources in favor of the University.

Note

An employee working in one position while on annual or terminal leave from another employer is NOT externally employed.

An employee holding two or more CUNY positions at one or more CUNY colleges is NOT externally employed.

External employment does not incur FLSA obligations.

Vice Chancellor Gloriana B. Waters
Report of External Employment for Classified Staff

Employee/Candidate: Please complete sections A-D regarding your CUNY employment and external employment, both full-time and part-time. Carefully read the attestation in section E and sign the bottom. Once it has been completed and signed, please submit this to the Human Resources Department of the CUNY college at which you are primarily employed or to which you have applied.

All information on this form is subject to verification. Please be advised that you are required to resubmit this form with updates if there are any changes to your external employment.

A. Employee Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

B. CUNY Primary Position

<table>
<thead>
<tr>
<th>Title:</th>
<th>Department:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Regular Work Schedule</th>
<th>Number of Hours per Week</th>
<th>Date of Appointment</th>
</tr>
</thead>
</table>

C. CUNY Secondary Position

<table>
<thead>
<tr>
<th>Title:</th>
<th>Department:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Regular Work Schedule</th>
<th>Number of Hours per Week</th>
<th>Date of Appointment</th>
</tr>
</thead>
</table>
C. External Employment

Employer: 

Address: 

Telephone & Fax Numbers: 
Job Title: 
Department: 
Supervisor Name & Title

<table>
<thead>
<tr>
<th>Regular Work Schedule</th>
<th>Number of Hours per Week</th>
<th>Date of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

D. No External Employment

___ I have no external employment. I understand that if I plan to obtain external employment, I must contact the HR Department of my school and submit an updated "Report of External Employment for Classified Staff" form BEFORE I begin the external employment.

E. Employee Attestation

By my signature below, I declare and affirm that the information submitted above is true and complete. I acknowledge that my full-time position at CUNY is my primary employment. I understand that any misrepresentation or material omission of facts in this form shall be a sufficient basis for ending further consideration of my application, or, in the event I have already been hired, shall constitute sufficient cause for disciplinary action, which may result in a penalty up to and including termination of employment.

____________________________________________  _________________
Signature                                      Date
Sections E & F &G are for Office Use Only

F  Supervisor/Department Head Approval:

____  Approve: I have reviewed this employee’s CUNY employment and his/her completed External Employment form and have determined that there is no conflict of interest between the two positions and that the situation is in compliance with CUNY’s policy regarding external employment.

____  Do Not Approve: I have reviewed this employee’s CUNY employment and his/her completed External Employment form and have determined that this situation is NOT in compliance with CUNY’s policy regarding external employment for the following reason(s):

  __ there is a conflict of interest between the two positions
  __ there is an overlap in scheduled working hours
  __ there is not adequate time allocated for travel between the positions

Comments:

Signature________________________________________Date:_________________

Print Name ___________________________________Title___________________________

G  Human Resources Director Approval:

____  Approve: I have reviewed this employee’s CUNY employment and his/her completed External Employment form and have determined that there is no conflict of interest between the two positions and that the situation is in compliance with CUNY’s policy regarding external employment.

____  Do Not Approve: I have reviewed this employee’s CUNY employment and his/her completed External Employment form and have determined that this situation is NOT in compliance with CUNY’s policy regarding external employment for the following reason(s):

  __ there is a conflict of interest between the two positions
  __ there is an overlap in scheduled work hours
  __ there is not adequate time allocated for travel between the positions

Comments:

Signature________________________________________Date:_________________

Print Name ___________________________________Title___________________________
Presidential Approval for External Full-Time Positions:

___ **Approve:** I have reviewed this employee's CUNY employment and his/her completed External Employment form and have determined that there is no conflict of interest between the two full-time positions and that the situation is in compliance with CUNY's policy regarding external employment.

___ **Do Not Approve:** I have reviewed this employee's CUNY employment and his/her completed External Employment form and have determined that this situation is NOT in compliance with CUNY's policy regarding external employment for the following reason(s):

___ there is a conflict of interest between the two positions
___ there is an overlap in scheduled work hours
___ there is not adequate time allocated for travel between the positions

Comments:

Signature_________________________________________Date:_________________

Print Name ___________________________________________________________

Please return to the HR Director

Retain original document in employee file