



Additional Employment Request Form Instructions

Information about Additional Employment

As a City and County of San Francisco (City) employee, you must obtain approval prior to engaging in any employment outside the City department in which you are currently employed. This request and approval process is governed by [San Francisco Campaign and Governmental Conduct Code Article 3, Chapter 2](#) and by Civil Service Rule Series (CSR) 018, Conflict of Interest. The entire text of CSR Series 018 can be found on the [Civil Service Commission's site](#).

Additional employment includes any employment, position or service—including business ownership, consulting, and working as an independent contractor—for which you receive compensation in any form, including salary, wage, fee, commission, or emolument.

These instructions will help you correctly complete the Additional Employment Request form.

Your department and the Department of Human Resources (DHR) will review and evaluate the additional employment request for two purposes:

1. To ensure there is no conflict of interest between your current employment with the City and the additional employment
2. To ensure the additional employment will not have a detrimental effect on your ability to perform the job duties of your City position.

You must complete this form to request permission for additional employment before the employment begins, if there is a change in the conditions of your additional employment, or 12 months after the date of your original approval. Each approval is valid for one year. Your request may be denied if:¹

- The additional employment interferes in any way with performance of your regular civil service employment
- Performance of the additional employment is inconsistent, incompatible or in conflict with your current duties or responsibilities, or the responsibilities of your department or appointing officer
- Performance of the additional employment is contrary to the interests of City service in general, and will lead to situations which would discredit the City
- The additional employment involves any duty whatsoever during your regular City work schedule
- The additional employment is in a hazardous occupation that would involve substantial risk of injury to you.

Section-by-Section Instructions

You must complete all sections of the form and obtain the necessary signatures.

Section I is about you, your current employment with the City and the proposed additional employment. Be sure to indicate whether the request is new, a change in the additional employment conditions, or a renewal of a currently approved request. Be sure to include how long you will be engaged in the proposed employment, where you will be working, and the schedule. Be specific and thorough in the duties section, as this is vital to determining if the additional employment is compatible with your City employment

Section II is where the proposed additional employer indicates knowledge of your current City employment. Non-City employers check the first box. Employers that include S.F. Unified School District, S.F. Community College District, or another agency of the City check the second box. All employers complete the remainder of this section.

Section III is where your department's appointing officer indicates approval of your request.

Section IV is where DHR indicates approval of your request.

After completing Sections I and II, email or hand the form to your department's Human Resources office for review and completion of Section III. If approved, your department will submit the form to DHR. A copy of the Additional Employment Request form will be returned to you and your department's Departmental Personnel Officer, or designee, after DHR has concluded its review and completed Section IV. A copy of the form will also be placed in your personnel file.

Any employee found to be out of compliance with these rules for additional employment is subject to disciplinary action as provided in San Francisco City Charter Sections [A8.341](#) and [A8.342](#).

¹ CSR section 018.2.3 Conditions for Denial

ADDITIONAL EMPLOYMENT REQUEST

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

SECTION I ADDITIONAL EMPLOYMENT PROPOSAL											
Employee Name _____ <div style="text-align: center; font-size: small;">First Last</div>			City Department _____								
City Email _____			Job Code & Title _____								
Duration (1 Year Max) _____ <div style="text-align: center; font-size: small;">Start Date End Date</div>			Request Type _____		New _____		Change in Conditions _____		Renew _____		
			Self-Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Business Name _____			Worksite _____								
Employer Type _____			Street Address _____								
					City _____		State _____		Zip _____		
Set Work Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No			Start Time _____		Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____		End Time _____				
			Amount or value of compensation: \$ _____		<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> _____ Other						
Job Duties _____ _____											
<p>I understand that any additional employment not in accordance with Civil Service Rule 118 will be deemed insubordination subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.</p>											
_____ Employee's Signature					_____ Date						

SECTION II ACKNOWLEDGMENT	
<p>For employees proposing self-employment and for employers that are not another City and County of San Francisco department I know that the applicant is regularly employed by the City and County of San Francisco, and that I am employing the applicant subject to compliance with Civil Service Commission Rule 118 and Charter Section C8.105.</p>	
<p>For employers that are another City and County of San Francisco department/agency Department: _____ I know that the applicant is regularly employed by the City and County of San Francisco, and that I am employing the applicant subject to compliance with Civil Service Commission Rule 118 and Charter Section C8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by DHR.)</p>	
<p>Name _____ Title _____ <div style="text-align: center; font-size: small;">First Last</div></p>	
<p>_____ Employer's Signature</p>	
<p>_____ Date</p>	
<p>Email _____</p>	

SECTION III DEPARTMENTAL PERSONNEL OFFICER OR DESIGNEE APPROVAL	
<p>I do not believe this additional employment is incompatible with this employee's civil service duties and responsibilities.</p>	
<p>Name _____ Title _____ <div style="text-align: center; font-size: small;">First Last</div></p>	
<p>_____ Appointing Officer's Signature</p>	
<p>_____ Date</p>	
<p>Email _____</p>	

SECTION IV DHR APPROVAL	
<p>I do not believe this additional employment is incompatible with this employee's civil service duties and responsibilities.</p>	
<p>Name _____ Comment _____ <div style="text-align: center; font-size: small;">First Last</div></p>	
<p>_____ Director/Designee's Signature</p>	
<p>_____ Date</p>	