

## **Classified External Employment Approval Procedure**

1. The HR Director distributes the policy and form to new classified staff (including classified managerial) to complete. If new employees have not been required to complete the form upon hire, the form should then be distributed to all classified staff (including classified managerial) to complete.
2. A candidate completes sections A, B, C, D, of the form, signs it in section E and submits the form to the HR Department of the College at which he/she has received an offer of employment. The HR Department sends it to the supervisor or department head. The Department head reviews it and make a determination in section F. The form is then sent back to the HR Director of the College.
3. An existing employee who has not already completed this form or needs to add new information, completes sections A, B, C, D, of the form, signs it in section E and submits form to his/her supervisor or department head. The Department head reviews it and make a determination in section F. The form is then sent to the HR Director of the College.
4. The HR Director reviews the entire document and makes a determination in section G. If there are less than two full-time jobs involved, the HR Director's determination is final. If two full-time jobs are involved, the HR Director forwards the form to the College President for approval.
5. The College President reviews entire document and makes a determination in section H whether the employee/candidate will be allowed to hold to full-time positions. The signed document is returned to the HR Director.
6. The HR Director notifies the candidate/employee and the department head of the final determination. The original form is retained in the employee file.
7. Conflicts which arise unexpectedly over work hours may be resolved by the College's Director of Human Resources in favor of the University.

**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.

**Conflicts which arise unexpectedly over work hours may be resolved by the College's Director of Human Resources in favor of the University.**

**A. Employee Information**

Employee Name		Date Completed	
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**B CUNY Primary Position**

Title:		
College:	Department:	
Regular Work Schedule	Number of Hours per Week	Date of Appointment

**CUNY Secondary Position**

Title:		
College:	Department:	
Regular Work Schedule	Number of Hours per Week	Date of Appointment

**C. External Employment**

Employer:

Address:

Telephone & Fax Numbers:

Job Title:

Department:

Supervisor Name & Title

Regular Work Schedule	Number of Hours per Week	Date of Appointment

**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 \_\_\_\_\_

**H. 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