



Request for Approval of Additional Employment Form Instructions

Information about Additional Employment

As a City and County of San Francisco (CCSF) employee, you must obtain approval in advance 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 website](#). Rule 118 is copied on page three of this form.

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 Request for Approval of Additional Employment 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 1](#) is about you and your current employment with CCSF. Be sure to indicate whether the request is new, is a change in the additional employment conditions, or is a renewal of a currently approved request
- [Section 2](#) is about the proposed additional employment. Be sure to include how long you will be engaged in this employment, where you will be working, and the hours and days per week. 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 3](#) is where the proposed additional employer indicates knowledge of your current City employment. Complete part A for non-City and County employment. Complete part B if the additional employment is with the S.F. Unified School District, S.F. Community College District, or another agency of the City
- [Section 4](#) is where your department's appointing officer indicates his or her approval of your request
- [Section 5](#) is where DHR indicates approval of your request.

After completing Sections 1 through 3, bring the form to your department's Human Resources office for review and completion of Section 4. If approved, your department will scan and email the completed form to DHR.AdditionalEmployment@sfgov.org. Your department may also mail the form to the Department of Human Resources, One South Van Ness Avenue, 4th Floor – Client Services, S.F., CA 94103. A copy of the Request for Approval form will be returned to you and your department's appointing officer after DHR has concluded its review and completed Section 5. 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

Request for Approval of Additional Employment

Section 1: Employee Information

Name _____

Address _____

City _____ State _____ ZIP Code _____

New

Change in Conditions

Renewal

Department _____

Class No. & Title _____

Bi-weekly Salary _____ Net Pay _____

Section 2: Proposed Additional Employment

Additional employment requested from (dates): _____ to _____ (1 year maximum)

Name and address of employer: _____

Work location (if different than above): _____

Type of organization: _____

Duties to be performed:

Work schedule (hours per day): _____ to _____ Number of days per week: _____

Amount of salary, fee or other compensation to be received: _____

I understand that any additional employment not in accordance with Civil Service Rule 018 will be deemed insubordination subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Employee's Signature _____ Date _____

Section 3: Statement of Employer

A. I know the applicant is regularly employed in City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 018, which governs holding of more than one salaried position.

Signature & Title _____ Firm Name _____ Date _____

Print Name _____

B. I know the applicant is regularly employed in City service and employment with my department constitutes additional employment subject to the requirements of Civil Service Commission Rule 018 and Charter Section C8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the Human Resources Director/Designee)

Signature & Title _____ Agency Name _____ Date _____

Print Name _____

Section 4: Approval of Appointing Officer

I do not believe this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature & Title _____ Dept. Name _____ Date _____

Section 5: Approval of Department of Human Resources

I do not believe this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature _____ DHR Director/Designee Name _____ Date _____

Rule 118: Conflict of Interest

Applicability: Rule 118 shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

Sec. 118.1 Charter Restriction

118.1.1 No officer or employee of the City and County may engage in any employment, activity, or enterprise that the department, board, commission, or agency of which he or she is a member or employee has identified as incompatible in a statement of incompatible activities adopted under Section 3.218a of the Campaign and Government Conduct Code. No officer or employee may be subject to discipline or penalties under this Section unless he or she has been provided an opportunity to demonstrate that his or her activity is not in fact inconsistent, incompatible or in conflict with the duties of the officer or employee. (Campaign and Government Conduct Code Section 3.218a)

118.1.2 The Ethics Commission is charged with administering and enforcing the governmental and ethics laws of the City and County of San Francisco. (Charter Section 15.100 - 15.102)

Sec. 118.2 Additional Employment**118.2.1 Requirement of Approval**

Except with the approval of the Human Resources Director/Designee as herein provided, no person holding an appointment with the City and County of San Francisco, shall engage in any employment, position or service (including business owners, consultants and independent contractors), hereinafter for purposes of this section referred to collectively as "employment" in or out of the service of the City in which the employee is required to perform any duties related to or in furtherance of that employment, position or service, and for which the employee is to receive compensation in any form, including salary, wage, fee, commission, or emolument.

118.2.2 Procedures for Approval

Approval of the Human Resources Director/Designee, in accordance with the provisions of this Rule, shall be requested on a form provided by the Department of Human Resources. Such form shall include the following:

- 1) Approval of the appointing officer;
- 2) A statement reporting the nature of the other employment;
- 3) The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week;
- 4) The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
- 5) A statement that approval, if granted, shall not be for more than twelve (12) months, and if extension is desired, a new request form must be submitted.

118.2.3 Conditions for Denial

Requests to engage in additional employment under the provisions of this Rule will not be approved by the Human Resources Director/Designee unless there is compliance with the following condition:

- 1) That the employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee's regular civil service employment;
- 2) That the performance of such employment is in no way inconsistent, incompatible or in conflict with assigned civil service duties or responsibilities of the employee's department or appointing officer;
- 3) That the performance of such employment will not be contrary to the interests of the City service generally and will not lead to situations which would reflect discredit on the City service;
- 4) That such employment will not involve any duty whatsoever of the employee during the employee's regular City work schedule; and
- 5) That the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee. The Human Resources Director/Designee will determine whether such employment is unduly hazardous and will be guided in making a determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

Sec. 118.3 Activities as Independent Contractor Performing Services for the City**118.3.1 Definition of Independent Contractor**

- 1) An independent contractor is as defined by the Internal Revenue Service, and one who is performing services for another, and the person for whom the services are performed, have the right to control or direct only the result of the work and not the means and methods of accomplishing the results.
- 2) For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for income tax, Workers' Compensation, Social Security and Medicare, or Unemployment Insurance, then the person is not considered to be an independent contractor.

118.3.2 Requirement of Approval Prior to Accepting Work with the City as an Independent Contractor

Officers or employees who offer their services to the City as independent contractors are also required to obtain the approval of the Human Resources Director/Designee prior to accepting work with the City.

Sec. 118.4 Human Resources Director/Designee to Act on Requests

The Human Resources Director/Designee is authorized to consider and act on requests for approval of employment or work as an independent contractor with the City in addition to City and County of San Francisco employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

Sec. 118.5 Activities Other Than Employment Where Income, Profit, or Other Gain is or May be Accrued

118.5.1 No officer or employee shall participate in any activity or enterprise where income, profit or other gain is or may be accrued, which could reflect on the honor or efficiency of the City service, or be contrary to the best interests of the City service in any respect.

118.5.2 Appointing officers shall report to the Commission those activities or enterprises which, in accordance with the provisions of this section, should be prohibited to specific classifications or positions or departmental units under their jurisdiction.

118.5.3 The Commission shall calendar such report of the appointing officer for hearing and shall give notice of such hearing to parties of interest. If the report, or any part of the report, of the appointing officer is approved by the Commission, the appointing officer shall make such information concerning the approval by the Commission known to each employee affected, and the engagement in any such activity or enterprise shall thereafter be prohibited.

118.5.4 No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which the employee is prohibited from engaging in directly, nor in that connection shall the employee lend, convey, or authorize the use of any information or resources under the employee's control.

Sec. 118.6 Penalties

118.6.1 Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Charter Sections A8.341 and A8.342.

118.6.2 Failure to report or engaging in activities identified as incompatible in the department's adopted statement of incompatible activities may subject an officer or employee to discipline, including removal from office, as well as to monetary fines and penalties.