

Additional Employment Requests

November 9, 2022

Budget and Finance Committee





Background

CSC Rule 118.2 Additional Employment

All City and County of San Francisco employees must receive approval from the Human Resources Director before engaging in additional employment.

City employees seeking additional employment must provide the following prior to final DHR approval:

- 1) specifics of additional employment;
- 2) signature from the additional employer; and
- 3) approval of the department appointing officer

The Human Resources Director must approve the Additional Employment Request [form](#) **every year**



Items Considered During Review

Effective Date

- Not prior to the submittal date (no backdating of requests)

Schedule

- No interference with employee's work schedule
- No interference with performance of regular civil service employment
- An estimate of hours to be worked must be provided if there is no set schedule

Conflict of Interest

- Performance of the additional employment is inconsistent, incompatible or in conflict with employee or department duties or responsibilities
- Additional employment is in a hazardous occupation that would involve substantial risk of injury to the employee

Amount or Value of Compensation

- Includes emoluments, stipends, etc.

Appointing officer or designee approval

- Cannot be left blank



2022 Additional Employment Requests by Department

Department	AERs
AAM	1
ADP	2
AIR	9
ART	1
ASR	1
BOS	1
CAT	6
CHF	2
CPC	2
DAT	11
DPA	2
DPH	142
DPW	3

Department	AERs
ENV	4
FIR	16
HOM	8
HRC	2
HRD	9
HSA	9
JUV	2
LIB	1
MYR	3
PDR	3
PUC	18
REC	5
TTX	6
Total	269