TO:          All Classified and Classified Managerial Staff  
FROM:        Shelley B. Levy  
             Director of Human Resources  
SUBJECT:     External Employment Policy  

March 12, 2013

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. 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.

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 the 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 an employee has been appointed subsequent to the primary position.

All Civil Service and Classified Managerial Staff must complete the attached form and return it to the Department of Human Resources.  
If you do not have external employment, complete sections A and D, sign and date in section E and return to your supervisor.  
If you have external employment complete sections A, B, C, D, sign and date in section E and submit to the Department Head for review and determination. It will then be sent to the Director of Human Resources for a determination.

C: Department Head