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 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 employee has been appointed subsequent to the primary position.

Policy:
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 other full-time external employment shall require the explicit prior approval of the Personnel Officer of the college, subject to these regulations. Special attention should be paid to those situations wherein an employee is holding two full-time positions.

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- 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. Conflicts which arise unexpectedly over work hours may be resolved by the Personnel Officer in favor of the University.

[Signature]
University Personnel Director
NOTE

An employee working in one position while on annual or terminal leave from another employer is NOT externally employed.

An employee holding two or more CUNY positions at one or more CUNY colleges is NOT externally employed.

External employment does not incur FLSA obligations.

Procedure A: CUNY as the Primary Position Employer:
The Personnel Officer is responsible for verifying that employees whose primary employment is with CUNY have no external employment conflicts. In order to do so, employees who engage in, or who request permission to engage in, external employment should so indicate on the employee identification section of form OFSR 1021.

1. The Personnel Officer of the CUNY college providing the primary position must complete its section (section A.) of form OFSR 1021, and then forward the form to the employer or government agency providing the secondary position.

2. The college Personnel Officer must review the information provided on returned form OFSR 1021 to determine whether the secondary position adheres to CUNY policy. It is imperative that there be no conflict of interest between the two positions, that there be no overlap in hours worked, and that there be adequate time allocated for travel between the primary and the secondary positions. Assistance from the University Personnel Office should be sought when a determination cannot be made.

3. If the CUNY college or unit providing the primary position determines that the secondary position does not adhere to CUNY policy, the employee and the employer or government agency providing the secondary position must be so advised. All efforts must be made to resolve policy compliance issues. Problems that cannot be resolved at the college level must be brought to the attention of the University Personnel Director.

4. The CUNY college providing the primary position must retain completed form OFSR 1021 in its personnel files.

[Signature]

University Personnel Director
Procedure B: CUNY as the Secondary Position Employer

1. The CUNY college Personnel Officer providing the secondary position should cooperate with the agency, usually a New York City agency, providing the primary position; such cooperation includes transmitting information which may be legally shared about the CUNY position on such form(s) as the other agency may request be completed e.g. DP-1021, or similar.

2. The CUNY college or unit providing the secondary position must review the information provided on the other agency's form to determine whether the primary position adheres to CUNY policy. It is imperative that there be no conflict of interest between the two positions, that there be no overlap in hours worked, and that there be adequate time allocated for travel between the primary and the secondary positions.

3. If the CUNY college or unit providing the secondary position determines that the secondary position does not adhere to CUNY policy, the employee and the employer or government agency providing the primary position must be so advised. All efforts must be made to resolve policy compliance issues. Problems that cannot be resolved at the college level must be brought to the attention of the University Personnel Director.

4. The CUNY college or unit providing the secondary position must retain in its files a copy of the completed form, if any, furnished by the agency providing the primary position.

attachment: Form OFSR 1021 (02/90)

[Signature]
University Personnel Director

page 3 (of 3)
REPORT OF CUNY CIVIL SERVICE EXTERNAL EMPLOYMENT

Employee name: ____________________________________________

Social Security number: ____________________________________

Address: _________________________________________________

A. Primary position:
   CUNY College or unit: ________________________________
   Department & address: _________________________________
   Title: __________________________________________________________________________________
   Usual work schedule: __________________________________________
   Completed by: ________________________________________________
   (College Personnel Director name and date)

B. Secondary position:
   Agency or Employer: ______________________________________
   Department & address: ______________________________________
   Title: __________________________________________________________________________________
   Usual work schedule: __________________________________________
   Completed by: ________________________________________________
   (Personnel Director name and date)

THIS FORM IS TO BE INITIATED (SECTION A., UPPER) BY THE CUNY COLLEGE
OR UNIT PROVIDING THE PRIMARY POSITION.

IT IS THEN TO BE FORWARDED TO THE EMPLOYER PROVIDING THE SECONDARY
POSITION FOR COMPLETION AND RETURN.

CUNY FORM OFSR 1021 (02/90)