

PERSONNEL SERVICES BULLETINS (PSBs)

200-5

Subject: Dual employment

Supersedes: Personnel Policy and Procedure 720-87

Source: City Personnel Director Rule 7.2.3 and the Fair Labor Standards Act

Date: March 21, 1997

I. Background and Policy

An individual who works for another City agency, or other governmental agency or jurisdiction, may not serve in another position in the classified service of the City, without obtaining approval for such dual employment from the heads of both agencies. For dual employment when both employers are Mayoral agencies, Department of Citywide Administrative Services (DCAS) approval must be obtained prior to appointment.

It is the policy of the City to restrict dual employment when both employers are mayoral agencies, in titles covered by the Fair Labor Standards Act (FLSA), in order to limit excessive overtime costs.

In addition, by obtaining approval of both employers, the City insures that the employee is not getting paid twice for the same work and work hours.

Dual employment may only be allowed in exceptional cases where it is demonstrated that employment of the individual in the second agency is essential to the operations of that agency.

Employees transferring from one agency to another, who are exhausting accrued leave balances from their former agency, are not considered to be dually employed.

II. Procedure

Agencies are required to obtain information from all new appointees concerning their current employment status with other City agencies or governmental jurisdictions. Those wishing to work for more than one governmental jurisdiction must fill out the appropriate form (DP-1021(A) or DP-102 (B)) and obtain the required signature(s).

When an individual wishes to work in two government jobs, at least one of which is in the classified service of a mayoral or non-mayoral agency, written approval of both Agency Heads is required. In the case of an individual employed in a mayoral agency and seeking additional employment in another mayoral agency, written approval of Department of Citywide Administrative Services is also required prior to appointment. The employee and employing agencies must notify each other of any revision in the employee's work schedule.

The Classified Service includes both full time and part time permanent Competitive, provisional or temporary Competitive, Non-Competitive, Labor Class and Exempt class employees.

The appropriate forms and specific procedures to follow are outlined in the Personnel Officer Guidelines of the Traveling Personnel Folder.

Commissioner

Inquiries: Bureau of Examinations (212) 669-7161

Issue No. 1-97

