



Zohran Kwame Mamdani  
Mayor

## Certification of Dual Employment

### *Instructions to Personnel Officer:*

- 1. Employment at two Mayoral Agencies.** If a current City employee at a Mayoral agency is applying for a position at another Mayoral agency while continuing to work in their current role, the agency head of the secondary (hiring) agency must first complete and sign this form. The form must also be signed and approved by the primary employing (current) agency. Once both agencies sign and approve the form, the form must be submitted to the Department of Citywide Administrative Services (DCAS), at [ogcintake@dcas.nyc.gov](mailto:ogcintake@dcas.nyc.gov) for approval **before the candidate is appointed**. The secondary hiring agency cannot appoint the candidate until this form is returned by DCAS marked APPROVED TO HIRE. **Both agencies must retain the signed copy of the form.**
- 2. Employment at a Mayoral Agency and Non-Mayoral Agency.** If a current City employee at a Mayoral or non-Mayoral agency under DCAS jurisdiction is applying for a position at a non-Mayoral agency and one or both positions are in the classified service (i.e., permanent or provisional competitive, noncompetitive, labor, or exempt class) or one of the positions is in the unclassified service, this form must be signed by the agency head of the secondary (hiring) agency and by the agency head of the primary employing (current) agency prior to appointment. The secondary agency cannot appoint the candidate until this form is returned to the hiring agency signed by the agency head of the primary employing agency. **The form does not need to be submitted to DCAS and DCAS approval is not required. Both agencies must retain the signed copy of the form.**
- 3. Employment at City Agency and Another Governmental Jurisdiction.** If an employee in the civil service of another governmental agency or jurisdiction outside of the City of New York is applying to a position in the classified service of a mayoral or non-mayoral agency of New York City and is continuing employment with the other governmental agency or jurisdiction, this form must be signed by the agency head of the City agency prior to appointment. Also, if an employee at a mayoral or non-mayoral agency is applying to another governmental agency or jurisdiction, the agency head must sign this form prior to appointment at the other governmental agency or jurisdiction. **The form does not need to be submitted to the other government entity or to DCAS (DCAS approval is not required). The City agency must retain the signed copy of the form.**  
This form need **not** be completed in the following circumstances:
  - a) one of the employers is not a City agency or other governmental agency or jurisdiction.
  - b) the candidate is currently employed by the City or other governmental agency or jurisdiction but is not seeking dual employment (e.g., the candidate is resigning one City/other governmental agency or jurisdiction job to take another City job, but still has accumulated leave time which must be paid out).
  - c) neither of the positions is in the classified service of the City of New York.

**The signed copy of the form should be kept in the employee's personnel file.**

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**TO BE COMPLETED BY ALL CANDIDATES REQUESTING DUAL EMPLOYMENT APPROVAL**

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(Please Print)

1. Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Address: \_\_\_\_\_

Hiring Agency Name and Address (Secondary Agency):

Work Location: \_\_\_\_\_

Title: \_\_\_\_\_

Regularly Scheduled Hours of Employment: \_\_\_\_\_

Salary: \$ \_\_\_\_\_ (Check One)  Annual  Per Day/Hour Starting Date: \_\_\_\_\_

2. Current Public Employer Name and Address (Primary Agency):

Work Location: \_\_\_\_\_

Title Held: \_\_\_\_\_

Status (Check One)  Provisional  Temporary  Per Day/Hr  Permanent Competitive  
 Noncompetitive  Labor  Exempt  Unclassified

Salary: \$ \_\_\_\_\_ (Check One)  Annual  Per Day/Hour Starting Date: \_\_\_\_\_

Regularly Scheduled Hours of Employment: \_\_\_\_\_

3. Do you plan to continue this employment past the appointment date of your new position?

Yes  No

***I affirm, under penalties of perjury, that the statements contained in this form are true. Failure to complete this form truthfully may result in disqualification or termination.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY HIRING (SECONDARY EMPLOYING) NYC MAYORAL OR NON-MAYORAL CITY AGENCY**

If the applicant has indicated that he/she wishes to continue employment in the currently held job in addition to assuming the new position, and the hiring agency wishes to appoint the candidate nevertheless, the following must be completed and signed by the Agency Head.

The reason for this request is as follows: \_\_\_\_\_

I hereby certify that the employment of this employee by this agency is consistent with Section 7.2.3. of the Personnel Rules and Regulations of The City of New York and that employment in the primary employing agency is not incompatible with the position the employee will hold in this agency. I further certify that the information furnished by the employee concerning employment in this agency is correct. If the dual employment involves two mayoral agencies, I hereby request authorization to appoint the above-named candidate, understanding the possible overtime implications that may result under the Fair Labor Standards Act.

**DATE:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_

**AGENCY HEAD (OR DESIGNEE) SIGNATURE:** \_\_\_\_\_

**AGENCY DUAL EMPLOYMENT COORDINATOR (PLEASE PRINT):**

**NAME AND TITLE:** \_\_\_\_\_

**MAILING ADDRESS AND TELEPHONE NO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY CURRENT (OR PRIMARY EMPLOYING) NYC MAYORAL OR NON-MAYORAL AGENCY**

I hereby certify that the employment of this employee by this agency is consistent with Section 7.2.3. of the Personnel Rules and Regulations of The City of New York and that the employee=s secondary employment is not incompatible with the position held by the employee in this agency. I further certify that the information furnished by the employee concerning employment in this agency is correct.

DATE: \_\_\_\_\_ AGENCY: \_\_\_\_\_

AGENCY HEAD (OR DESIGNEE) SIGNATURE: \_\_\_\_\_

AGENCY DUAL EMPLOYMENT COORDINATOR (**PLEASE PRINT**):

NAME and TITLE:

MAILING ADDRESS and TELEPHONE NO.:

***SECTION 7.2.3. OF THE PERSONNEL RULES AND REGULATIONS OF  
THE CITY OF NEW YORK***

Except as otherwise provided by law, no person receiving remuneration from employment in a position in the classified service shall be eligible to receive remuneration for employment in any additional position or positions in the civil service of the City or in the civil service of any other governmental agency or jurisdiction unless the agency head or heads concerned shall certify that such additional employment or employments are not in violation of any law, rule or regulation and that such additional employment or employments are not incompatible with the position held by such person.

A governmental agency or jurisdiction includes, but is not limited to, any Federal, State, County or Municipal Employer, Public Benefit Corporation, School District or Public Authority. Personnel Officers should contact DCAS if they have questions regarding specific governmental agencies or jurisdictions.