

**CITY OF SACRAMENTO
SUPPLEMENTAL EMPLOYMENT REQUEST**

APPLICATION TO ACCEPT SUPPLEMENTAL EMPLOYMENT UNDER THE PROVISIONS OF CIVIL SERVICE BOARD RULE 13.2

Initial Request Request for Extension

I hereby request permission to accept supplemental employment for a period of months from date of approval (may not exceed 12 months per request). Applications for permission to accept supplemental employment must be reviewed upon expiration of time specified or if hours of employment change.

Proposed place of employment: _____

Proposed Employer's Address: _____ Type /Position Title: _____

Hours of Secondary Employment: _____ Days of Secondary Employment: _____

Reason for requesting outside employment: _____

I hereby certify that the service I perform at my place of supplemental employment will not be inconsistent, incompatible, or in conflict with assigned duties for the City of Sacramento; nor will it require any duty of me whatsoever during my regular work schedule for the City of Sacramento.

Print Name

Signature

City Position / Job Title

Department / Division

I hereby approve / deny request for supplemental employment as indicated above. (Please check only one box).

Appointing Authority (or Designee) Signature

Department / Division

Department Head Signature

Date

STATEMENT OF SUPPLEMENTAL EMPLOYER

I acknowledge and accept that the above applicant for supplemental employment is regularly employed by the City of Sacramento, and I am employing him/her subject to compliance with the Civil Service Board Rule 13.2 concerning supplemental employment (see attachment).

Signature: _____

Job Title: _____

Business Name: _____

Date: _____

**APPENDIX B
POLICY OF SUPPLEMENTARY EMPLOYMENT**

This policy has been adopted by the Board for the information and guidance of appointing authorities in processing applications for supplementary employment by employees in the classified service.

A. Responsibility of Appointing Authority

It is the responsibility of the appointing authority to administer the provisions of the supplementary employment rule, and to decide whether or not such supplementary employment shall be approved. Such supplementary employment shall not be approved where the work to be performed involves those activities outlined in Rule 13.2 (b) and as provided in the City Charter. If it appears to be appointing authority, after a permit has been approved, that the supplementary employment is detrimental to the City employment, the supplementary work permit shall be canceled forthwith, and the Board shall be notified of such cancellation.

B. Procedure for Clearance Applications

Applications for supplementary work permits shall be approved or denied in writing by the appointing authority or designee. Questionable or unusual requests may be submitted to the Personnel Department for further consideration and advice. Permits should not be approved for periods exceeding one (1) year. A copy of each permit, whether approved or denied, must be filed with the Personnel Department.

C. Disciplinary Action

Subject to the provisions of Rule 12, the imposition of discipline for violation of Rule 13, this policy, or any condition or term of the work permit, is a matter within the discretion of the appointing authority.

D. Permissible Employment Exempt From Rule

Employment or service for which the employee receives an honorarium or token payment shall be considered permissible employment exempt from the supplementary work permit rule. Examples of such employment are: church organist or soloist, fraternal or union secretary or treasurer; part-time school teaching of specialized subjects; officiating at games; flower judging; legitimate hobbies from which money may occasionally be realized; writing of books or articles for magazines; and related activities which would not be considered regular employment.

13.2 Supplementary Employment

No officer or employee holding a position with the City in the classified service shall accept any employment, position or service outside the City employment for which such officer or employee is compensated in any form, including salary, wage, fee, commission, except as hereinafter provided. Non-career employees shall not be subject to the provision of this rule.

- (a) Such persons who desire to accept other employment in addition to their regular municipal employment must obtain permission from their appointing authority or designee, on a form provided by the Director.
- (b) The appointing authority or designee shall decide whether the performance of the duties of the other employment or service shall be allowed. No permit shall be approved where the employment, activity or enterprise:
 - (1) Involves the use for private gain or advantage of City time, facilities, equipment and supplies, or the prestige or influence of one's City office or employment; or
 - (2) Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course of hours as a City official or employee; or
 - (3) Involves the performance of an act in other than the employee's capacity as a City official or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such officer or employee; or
 - (4) Is in any way inconsistent, incompatible or in conflict with assigned duties of employees involved; or
 - (5) Involves the performance of work which may impair the efficiency of such employee in his or her regular City employment, be contrary to the best interests of the City, or reflect discredit on the City service.
- (c) On the basis of such investigation, the appointing authority or designee shall approve or deny such requests for supplementary employment. No request shall be granted which entails any duty whatsoever by the employee during regular hours of employment with the City.
- (d) A copy of all applications, either approved or denied by the appointing authority or designee, shall be filed with the Personnel Department.
- (e) Any employee whose request for supplementary employment is denied by an appointing authority or designee shall have the right to appeal to the Board and the decision of the Board shall be final.
- (f) A statement of policy on supplementary employment, outlining procedures and restrictions in further detail, is set forth as Appendix "B" to these rules.