



Personnel Policy Bulletin No: 3-90 Date 03-01-90 - Revised 02-20-2013

Regulation Reference No.: 5.1.1. – Appointments

Index Reference: Approval of Appointments: External Employment

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 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. Special attention should be paid to those situations wherein an employee is holding two full-time positions. 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. Conflicts which arise unexpectedly over work hours may be resolved by the College's Director of Human Resources in favor of the University.

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.

A handwritten signature in cursive script, appearing to read 'Gloriana B. Waters', is written over a horizontal line.

Vice Chancellor Gloriana B. Waters