

SUPPLEMENTAL/SECONDARY/OFF-DUTY EMPLOYMENT PROCEDURE



Scope: CITYWIDE

Administrative Entity

Department of Human Resources

(916) 808-5731

humanresources@cityofsacramento.org

PROCEDURE: SUPPLEMENTAL/SECONDARY/OFF-DUTY EMPLOYMENT

Employees wishing to engage in employment outside their employment with the City of Sacramento must submit a supplemental employment form through their chain of command and receive written ***consent in advance***. This outside employment is known as “supplemental employment.” Supplemental employment requests must be requested by the employee and approved **annually** for an employee to remain eligible for supplemental employment.

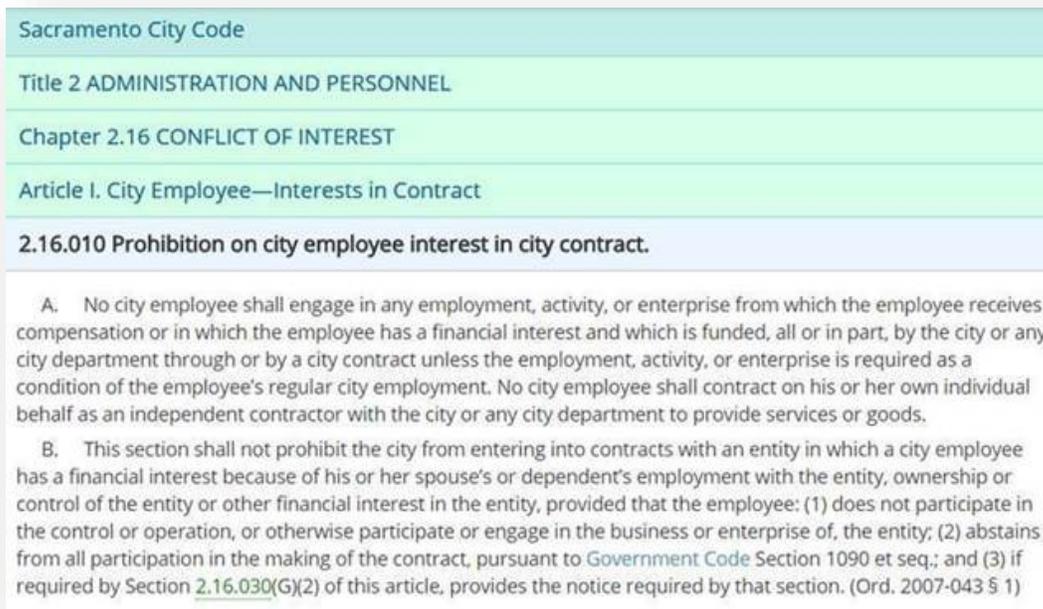
The requirement to obtain City approval for supplemental employment applies to all City employees including management and most unrepresented employees, with the exception of Unit 09 part-time, seasonal, or limited-term **unrepresented** employees. Here are references and links to the applicable policies or labor agreement provisions:

1. [Civil Service Board Rule 13.2 and Appendix B](#) covers all civil service employees.
2. [SCXEA labor agreement, Off-Duty Employment](#) covers all employees represented by SCXEA who are exempt from civil service.
3. [Unrepresented Resolution, Off-Duty Employment of Exempt Employees](#), covers unrepresented management employees who are exempt from civil service.

All requests for supplemental employment are required to be approved by the applicable Department Head or Charter Officer and maintained in the employee’s personnel file. Employees must submit their request at the time the supplemental employment opportunity arises and a renewal request, if applicable, by June 30 of each year thereafter.

While the exempt staff provisions of the SCXEA labor agreement and the Unrep Reso require employees to submit a letter, the supplemental employment form may be used in lieu of submitting a letter.

In addition to the types of employment, activity, or enterprise work prohibited and outlined in the supplemental employment policies, Sacramento City Code 2.16.010, prohibits City employees from entering into a contract with the City or providing any good or service to the City outside of their regular employment. Here is both the [link](#) and the text to the Code:



If you wish to participate or extend a supplemental employment request, fill out the supplemental employment form and route accordingly.

CITY OF SACRAMENTO
SUPPLEMENTAL/SECONDARY/OFF-DUTY EMPLOYMENT REQUEST

APPLICATION TO ACCEPT SUPPLEMENTAL EMPLOYMENT UNDER THE PROVISIONS OF CIVIL SERVICE BOARD RULE 13.2, THE LABOR AGREEMENT COVERING EXEMPT EMPLOYEES REPRESENTED BY SCXEA, AND UNREPRESENTED EMPLOYEES COVERED BY THE UNREPRESENTED RESOLUTION

Employee ID _____

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 them subject to compliance with City requirements concerning supplemental employment (attached).

Signature: _____

Job Title: _____

Business Name: _____

Date: _____