

NEW YORK CITY
DEPT OF CITYWIDE ADMINISTRATIVE SERVICES
CERTIFICATION OF
DUAL EMPLOYMENT
(For current City mayoral or nonmayoral employee
accepting dual employment with any other
governmental agency or jurisdiction)



FOR DCAS USE ONLY

Approved to Hire _____
Disapproved. Do Not Hire _____
Name _____
Date _____
Sent to Primary Agency _____
Sent to Secondary Agency _____

Instructions to Personnel Officer

1. If a current City employee in the classified service (i.e., permanent or provisional competitive, noncompetitive, labor class or exempt) is accepting employment in the civil service of any other governmental agency or jurisdiction separate from any City appointment transaction, with the intention of continuing employment with NYC, this form must be signed by the agency head of the City agency prior to the appointment to the other governmental agency or jurisdiction. DCAS approval is not required in this instance.
2. If the employee is undergoing a personnel transaction with NYC and has or will be completing a Comprehensive Personnel Document (CPD) or an Update Personnel Document (UPD), he/she should complete the Dual Employment Form (DP 1021A) (For Use With CPD or UPD) dated 1/3/02.
3. This form need not be completed in the following circumstances:
 - a) the employer with whom the NYC employee is accepting employment is not a governmental agency or jurisdiction.
 - b) the employee is currently employed by the City but is not seeking dual employment (e.g., the candidate is resigning a City job to take a job with any other governmental agency or jurisdiction, but still has accumulated leave time with a mayoral or nonmayoral agency of NYC which must be paid out).
 - c) the position held by the employee with a mayoral or nonmayoral agency of NYC is not in the classified service of the City of New York.
 - d) number 2 above: Complete DP 1021 (A).

FOLLOWING APPROVAL, THIS FORM SHOULD BE PLACED IN THE EMPLOYEE'S TPF

TO BE COMPLETED BY ALL NYC EMPLOYEES REQUESTING DUAL EMPLOYMENT APPROVAL DUE TO ACCEPTING A NEW APPOINTMENT WITH ANY OTHER GOVERNMENTAL AGENCY OR JURISDICTION WHILE UNDERGOING NO PERSONNEL TRANSACTION WITH NYC.

(Please Print)

1. Are you presently accepting employment in the civil service of any other agency or jurisdiction with the intention of continuing your employment with NYC? Yes No

NOTE. If you answered No to Question 1, do not complete the following questions. Simply sign your name and today's date at the bottom of this page.

2. Name: _____ Soc. Sec. #: _____

Home Address: _____

Hiring Agency Name and Address (Secondary Agency):

Work Location: _____

Title & Regularly Scheduled Hours of Employment: _____

Salary: \$ _____ Starting Date: _____

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

Work Location: _____

Title Held: _____

Status: _____

(Provisional, Temporary, Per Day/Hr., Permanent Comp., Noncomp., Labor, Exempt, Unclassified)

(Check One) Annual Per Day/Hour

Regularly Scheduled Hours of Employment: _____

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 CURRENT (OR PRIMARY EMPLOYING) NYC MAYORAL OR NONMAYORAL AGENCY

I hereby certify that the employment of this employee by this agency is consistent with City Personnel Director Rule 7.2.3. 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 RULES AND REGULATIONS OF
THE CITY PERSONNEL DIRECTOR**

" 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 DOP if they have questions regarding specific governmental agencies or jurisdictions.