## **COMPLIANCE AND PRIVACY MATTERS**

**DPH Office of Compliance and Privacy Affairs – December 2023** 

## **Secondary Employment**



Your job with the Department of Public Health is a position of public trust.

The residents of the City and County of San Francisco expect you to perform your duties free of any conflicts of interest and to be independent, impartial, and responsible to the people of San Francisco.

While working for DPH, you must obtain approval before starting any other employment outside of DPH.

Outside employment includes being an employee, business owner, consultant, or working as an independent contractor.

Before starting any outside employment, you must complete an "Additional Employment Request" form from the San Francisco Department of Human Resources.

The form must be completed and approved before you begin the outside employment, and every 12 months thereafter.

You can find the form on the <u>DPH Resource Center SharePoint</u> site under the link: "Additional Employment Request DocuSign Form."

## OCPA COMPLIANCE AND PRIVACY HOTLINE 855.729.6040 – compliance.privacy@sfdph.org



SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH Office of Compliance and Privacy Affairs

