



Robert E. Burke, CPA  
Managing Director

Research Foundation for Mental Hygiene, Inc.  
150 Broadway, Suite 301, Menands, NY 12204  
Phone: (518) 474-5661 Fax: (518) 474-6995

### DUAL EMPLOYMENT REQUEST

This form must be submitted and approved prior to the start of any additional hours.

Approval can take up to 90 days. Submit form timely.

#### Section I: TO BE COMPLETED BY EMPLOYEE

Name: \_\_\_\_\_ Title: \_\_\_\_\_

State Agency where employed: \_\_\_\_\_

STATE AGENCY REGULAR WORK DAYS AND HOURS

DAYS:  Sun  Mon  Tue  Wed  Thu  Fri  Sat HOURS Start/End Times: \_\_\_\_\_ - \_\_\_\_\_

Location where additional services will be rendered: \_\_\_\_\_

Number of additional weekly hours requested: \_\_\_\_\_ Grade: \_\_\_\_\_ Hourly Rate of Pay: \_\_\_\_\_

SCHEDULE OF ADDITIONAL HOURS

DAYS:  Sun  Mon  Tue  Wed  Thu  Fri  Sat HOURS Start/End Times: \_\_\_\_\_ - \_\_\_\_\_

Schedule notes: \_\_\_\_\_

Time Period: \_\_\_\_\_ to \_\_\_\_\_ (Request limited to one year)

Description of additional services requested/reason for dual employment:

\_\_\_\_\_  
\_\_\_\_\_

I understand my additional hours may never exceed the number of weekly hours I was preapproved to work and can never overlap with my regularly scheduled state work hours.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section II: APPROVALS

Name of Supervisor for Additional Hours (please print) \_\_\_\_\_

As supervisor of this employee, I am responsible for ensuring the additional hours worked by this employee are properly recorded on their bi-weekly timecard and do not overlap their regularly scheduled state work hours.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Signature of NYS Dept. Head/Agency \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Signature of Institute Administration\* \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

#### Section III: TO BE COMPLETED BY RFMH CENTRAL OFFICE

Date Received: \_\_\_\_\_ Date sent to DOB: \_\_\_\_\_

#### Section IV: TO BE COMPLETED BY DIVISION OF BUDGET

Approved  Disapproved \_\_\_\_\_  
Signature, Division of Budget \_\_\_\_\_ Date \_\_\_\_\_

\*NYSPI – Amy Friedman, MBA, MS  
\*IBR – Jeffrey H. Goodman, PhD

\*NKI – Thomas Cunningham, Deputy Director  
\*All Other – Robert Burke, Managing Director  
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