
6.5 ADDITIONAL EMPLOYMENT (ADDL)

Overview

Typically, additional employment for staff appointments is the result of an open recruitment, or in exceptional cases, without a recruitment (i.e., non-recruitment).

Accordingly, Staff Human Resources Employment will process these actions.

Policy Summary

Additional Employment

Additional Employment occurs when an active employee holding a part-time position is selected for another position on campus via open recruitment or, in exceptional cases, without a recruitment (i.e., non-recruitment), and retains their former appointment. Refer to the [SHR Procedures Manual](#) for further guidance on additional employment.

If the additional employment will result in the employee working more than 100% time, this action is considered a **Dual Appointment**. Again, refer to the [SHR Procedures Manual](#) and the [PPS User Manual](#) for further guidance regarding dual appointments.