
6.6 DUAL EMPLOYMENT (STAFF/STAFF)

Overview

The procedures described in this section are for processing a dual employment action for an employee.

Policy Summary

Dual employment occurs when an employee receives an additional academic and/or staff appointment, which results in combined employment in excess of 100 percent time.

Under exceptional circumstances, a full-time employee may be permitted to receive an additional staff appointment for work in another department or in a different class in the same department, which results in the employee working more than 100% of time.

Normally this action will not occur. However, criteria should be reviewed and considered carefully before a dual employment action is initiated. Criteria may vary according to the applicable staff or academic personnel policies. A staff/academic dual employment arrangement normally shall be for a short-term period and occur no more frequently than once a year (e.g. for one quarter per academic year).

Dual employment actions for staff title codes, which are the result of either an open recruitment or a non-recruitment, are entered by Staff Human Resources Employment.

Academic dual employment actions are entered by the appropriate Academic service center (see [Section 7.12, Dual Employment](#)).

Important Notes:

- The additional staff appointment that results in the dual employment situation will be entered in PPS with the DOS code OTS.
- OTS is the general DOS code governing staff dual employment.
- Staff appointments entered as OTS fall within the Fair Labor Standards guidelines governing overtime pay. Should the combined staff appointments result in greater than 40 hours per week actually worked, the staff appointment entered as OTS should be compensated at the premium overtime (OTP) rate of time and one-half.
- Exempt v.s. non-exempt status is relevant in calculating overtime.
- I.E. A 100% non-exempt employee receives an additional 25% appointment resulting in a dual employment situation, the 25% appointment will be entered in PPS as OTS. However, upon review of the employees timesheets, the employee actually worked 125%, the additional 25% should be paid at the premium overtime rate (OTP).