CDU Policy I.E.00480 Dual Employment

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: October 29, 2010

REVISED DATE:

SUPERSEDES:

POLICY I.E.00480 Dual Employment

At Charles R. Drew University, the objective of dual employment is to provide that an employee who is appointed at 100% time shall not receive additional compensation for any work which is related to the employee's appointment, except for overtime earned by non-exempt employees, in the form of payments for administrative stipends.

However, full-time employees may receive an additional appointment for work in another department or in a different class in the same department provided that:

a) it is impractical to employ another person;

b) the additional appointment will not exceed a total of twelve calendar months;

c) the time worked on the additional appointment will not be detrimental to the employee's performance; and

d) the employee's full-time Organization Head or designee agrees to the arrangement.

Part-time appointments that total more than 100% may also be permitted.

Appointments that exceed 100% time under the conditions listed above are known as "Dual Employment."

Individual requests for dual employment must be submitted in writing to the Department of Human Resources for consideration for review and approval by the Department of Human Resources. The request should contain:

1. a brief description of the duties to be performed,

2. the hours of work,

3. the percent of time
4. the title
5. pay rate

The dual employment agreement requires the mutual endorsement of both the Department Head and designee temporarily needing the employee's services and the Department Head or designee having jurisdiction over the employee's regular full-time position, and the approval of the Department of Human Resources.

Any extensions must be endorsed by both Department Heads and designees and be approved by the Department of Human Resources.

A. PAYMENT OF DUAL EMPLOYMENT FOR EXEMPT EMPLOYEES

Dual employment is permitted for employees whose full-time positions are exempt as long as the additional appointment is established and paid at the same (fixed) percent of time every pay period for the duration of the dual employment. Dual employment is not permitted for exempt employees if the employee will be required to report hours worked for purposes of pay or if payment for the dual employment is expected to vary based on the number of hours worked.

If an employee works full time in a class that is exempt from premium overtime, including any academic position, and works additional hours in another class that is non-exempt, no premium overtime will be paid as long as the time spent performing non-exempt duties in both positions totals less than 20%, in which case the time spent in the non-exempt position will be compensated at the straight time rate of that position.

B. PAYMENT OF DUAL EMPLOYMENT FOR NON-EXEMPT EMPLOYEES

If an employee works full time in a non-exempt class and works overtime in a class that is exempt from premium overtime, including any academic position, the overtime shall be compensated at the premium rate.

C. FINANCIAL LIABILITY FOR PREMIUM OVERTIME PAID TO EMPLOYEES ON DUAL EMPLOYMENT

Both the department in which a non-exempt employee works full-time and the department requesting dual employment may be responsible for paying premium overtime depending on when the employee works over 40 hours in a work week. If a non-exempt employee works 40 hours in Department A, Monday through Friday, and eight (8) hours in Department B on Saturday, Department B is responsible for all the premium overtime. If, however, the same employee works eight (8) hours each day, Monday through Friday, in Department A and also works two (2) hours each evening, Monday through Friday, in Department B, both departments must pay premium overtime for all the hours worked on Friday.
D. DUAL EMPLOYMENT PROCESS

The department requesting the employee's additional work initiates the approval process using a "Request for Dual Employment" form.

1. Prior approval is required before the dual employment work can begin.

2. No payment of dual employment should be processed without a notification of approval from the Department of Human Resources and the Finance Department.

3. The employee's full-time department and the department requesting the dual employment will be notified, in writing, when approved.

*Note:* The work schedule should be coordinated between the two departments to insure that the employee is compensated for the correct number of hours at the appropriate rate of pay. See the following examples.

**EXAMPLES**

1. In this example, Department B is liable for all overtime pay at the premium rate. The employee completes 40 hours of actual work in the primary department. The time worked in the dual employment position (Department B) is compensated at 1½ times regular rate of pay (premium) and is paid by the department that requested the dual employment.

   **Dual Employment Process**

<table>
<thead>
<tr>
<th>Example 1</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
<th>WEEKLY TOTAL</th>
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<tr>
<td>Primary Dept.</td>
<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 5 p.m.</td>
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<td>8 a.m. – 5 p.m.</td>
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<td>8 REG</td>
<td>8 REG</td>
<td>8 REG</td>
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<td>8 a.m. – 5 p.m.</td>
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<tr>
<td>Total Hrs.</td>
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<td></td>
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<td></td>
<td>8 DEP</td>
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<tr>
<td>Daily Total</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8 DEP</td>
</tr>
</tbody>
</table>

   2. In this example, Department A and B are liable for overtime pay at the premium rate, (1½ times regular rate of pay). The employee works dual employment 2 hours each day after completing 8 hours in primary department. Employee completes 40 hours of actual work on Thursday at 8 p.m. Employee is eligible for 1½ times regular rate of pay
premium) beginning on Friday at 8 a.m. and continuing the end of the dual employment at 8 p.m.

<table>
<thead>
<tr>
<th>Example 2</th>
<th>MON</th>
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<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
<th>WEEKLY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Dept.</td>
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<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 5 p.m.</td>
<td>8 a.m. – 5 p.m.</td>
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<tr>
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<td>8 REG</td>
<td>8 REG</td>
<td>8 OTP</td>
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<td>32 REG, 8 OTP</td>
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<tr>
<td>Dept. B</td>
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<tr>
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<td>2 REG</td>
<td>2 REG</td>
<td>2 REG</td>
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<td>8 REG, 2 DEP</td>
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<tr>
<td>Daily Total</td>
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<td>10</td>
<td>10</td>
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<td>40 REG 8 OTP 2 DEP</td>
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</tbody>
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**PROCEDURE I.E.00480 Dual Employment**

**HOW TO SUBMIT A REQUEST FOR DUAL EMPLOYMENT**

1. The department requesting the employee's additional work will initiate the approval process (which includes approval by the home department) by completing the "Request for Dual Employment" form and distributing it for proper signatures.

2. Approval by the Department of Human Resource, Finance Department, and OSP is required before the dual employment work can begin and before the appointment can be entered into Great Plains (GP).

Applicability: All Staff Members