

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	December 2001
Policy 4.5.14	Dual State Employment	Responsibility:	Vice President for Human Resources

DUAL STATE EMPLOYMENT

Policy

With prior approval by the President or designee, an employee may be legally employed in two positions within state government (multiple component institutions; component institution/state agency; component institution/other institution of higher education). All employees have the obligation and responsibility to inform both initial and second employers of their intent to accept an additional employment with the state or other institution. When the Health Science Center employs an individual with multiple component assignments, it shall enter into necessary agreements designating the institution that is to be the principal employer and, therefore, maintain personnel and leave records in compliance with the preceding provisions.

Applicability

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.

Provisions

1. Separate leave records will be maintained for each such employment.
 2. Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrued for the other position.
 3. Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
 4. Contribution for social security and Medicare will be paid subject to current taxable amount and rates in effect.
 5. Total state's contribution toward the employee's group insurance will be limited to no more than the amount specified in the current *State Appropriations Bill* for full-time, active employees. The employee may choose the insurance program of only one of the employing entities for the employee and/or dependents. That entity shall contribute the total state's contribution.
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6. The employee will be entitled to receive longevity payment for no more than one employment.
 7. Where a non-exempt employee has worked in “dual employment” capacity, provisions of the *Fair Labor Standards Act* may be applicable.
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