

# Dual Employment

## UCSC Local Procedures

(A.8) Rev.11/24/2010

### I. Policy Summary

Dual employment occurs when a staff employee who holds a full-time (100%) staff position in one department takes on an additional staff appointment in another department or classification. This results in the employee working in excess of 100% in any given month.

On an exceptional basis, and provided all required criteria are met, a full-time staff employee may be permitted to receive an additional staff appointment for work in another department or in a different classification in the same department that results in appointments totaling more than 100 percent time.

Specific criteria must be reviewed and considered carefully before a dual employment action is initiated and approved.

A dual employment agreement is not required for teaching regularly scheduled University Extension (UNEX) courses provided the teaching and related duties are performed exclusively outside the employee's regularly scheduled work hours.

Except for UNEX instruction, if the request for dual employment involves an academic employee or an academic appointment, this policy does not apply. See instead the campus academic policy on [Staff/Academic Dual Employment](#) (CAPM 020.000).

### II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM) - employees not covered by a collective bargaining agreement:

- [PPSM 30.K-Compensation](#)
- [PPSM 31-Hours of Work](#)
- [PPSM 32-Overtime](#)

B. [Contract Articles](#) - employees covered by a collective bargaining agreement

### III. Authority

The employee's current Supervisor and Unit Head and the requesting Supervisor and Unit Head are authorized to approve dual employment actions after fully reviewing and addressing the criteria listed below. Each Supervisor and Unit Head must agree to and approve the action.

### IV. Criteria

Each of the following criteria must be met before a dual employment request for a staff employee may be approved:

- it is impractical to employ another person;
- the additional appointment will not exceed a total of twelve calendar months;
- the time worked on the additional appointment will not be detrimental to the employee's performance;
- the employee's current
- Supervisor and Unit Head and the requesting Supervisor and Unit Head agree to the arrangement.

### IV.a Compensation for Dual Employment:

**Payment of Dual Employment for Exempt Employees when the additional appointment is exempt:**

- Both appointments are established and paid at the same (fixed) percent of time every pay period for the duration of the dual employment. Use the OTE DOS code.

**Payment of Dual Employment for Exempt Employees when the additional appointment is non-exempt:**

- If an employee works full-time (100%) in a classification that is exempt from premium overtime and works additional hours in a classification that is non-exempt and subject to premium overtime, no premium overtime will be paid as long as the additional hours worked in the non-exempt classification do not exceed 20% of the total hours worked in the week. If the additional hours worked in the non-exempt classification exceed 20% of the total hours worked in a workweek, all additional hours worked in the non-exempt classification are paid at the premium rate.

**Payment of Dual Employment for Non-Exempt Employees when the additional appointment is non-exempt:**

- If an employee works full-time (100%) in a classification that is non-exempt and subject to premium overtime, and then works additional hours, all hours worked in excess of 40 hours in a workweek will be paid at the premium rate. 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 upon when the employee works over 40 hours in a work week.

**Payment of Dual Employment for Non-Exempt Employees when the additional appointment is exempt:**

- When an employee works full-time in a class that is subject to premium overtime and the additional appointment is exempt from overtime, the time worked in the additional appointment is subject to be compensated at the premium rate.

## **V. Process Overview**

- A. **The Hiring Manager (HM)**, in consultation with the [HR Service Team Representative](#) (HRSTR) determines the need for a dual employment agreement if the selected candidate is a current UCSC employee and ensures that all criteria are met prior to proceeding.
- B. **The HM** consults with the employee's current Unit Head(s) to reach agreement on dual employment.
- C. **If an agreement is reached, the requesting unit** will prepare a letter that summarizes the agreement reached. Both Units Heads and the employee should sign the letter. The completed and approved agreement should then be forwarded to the appropriate HRSTR.
- D. **Upon receipt of the approved written agreement, the HRSTR** notifies the HM or Certified Hiring Manager to proceed with the job offer process.