

FRANCIS MARION UNIVERSITY
Human Resources Office

SUBJECT: Dual Employment Policy

8/1/99
Revised: 2/1/02

DUAL EMPLOYMENT POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

Dual employment is employment and compensation in excess of the approved rate of pay for an employee's primary duties for services of any nature, regardless of whether the employment and compensation are within the home agency or a secondary agency. Additional compensation will be allowed only if the services rendered are **clearly** not a part of the employee's regular job.

A DUAL EMPLOYMENT REQUEST MUST BE APPROVED PRIOR TO SERVICES BEING RENDERED.

There are three different types of Dual Employment, which are listed below.

- A. Francis Marion University employee performing additional services for Francis Marion University

An employee cannot perform Dual Employment services for Francis Marion University during his/her normal scheduled hours of work unless he/she takes **leave without pay** from his/her regular position.

- a. Complete the Payment to Individuals Form and forward to Human Resources.
- b. HR, if appropriate, will then prepare a Dual Employment form and request the employee to sign the form.
- c. The Vice President for Administration signs the Dual Employment form.
- d. Payment will be included with regular paychecks at the appropriate time.

- B. Francis Marion University employee working for another state agency

- a. The employee must sign the Dual Employment form.
- b. Human Resources must obtain the signature of the VP for Administration, and if necessary, the President's signature. This form will then be forwarded to the Secondary Agency for approval.
- c. Upon approval of the Dual Employment request, the Francis Marion University employee will be paid through the secondary agency payroll after completion of appropriate payroll forms and satisfaction of this agency's payroll procedures.

- C. Other state agency employee working for Francis Marion University
 - a. Complete the Payment to Individuals form and forward to Human Resources.
 - b. Human Resources will prepare the Dual Employment form and obtain the VP for Administration's signature. The form will then be forwarded to the employee for his/her signature.
 - c. The other state agency employee will obtain his/her agency head signature and return the forms to FMU Human Resources. The VP for Administration signs.
 - d. Payment for these services will be made to the secondary agency employee by FMU (through payroll) upon completion of all necessary paperwork; i.e., tax forms, retirement forms, I-9 forms, etc.

The following apply when an employee works for another state agency during his/her normal scheduled hours of work:

- a. An employee earning annual leave in his/her regular position must take annual leave to perform these duties.
- b. An employee who does not earn annual leave in his/her regular position must take leave without pay from his/her regular position in order to receive compensation through dual employment.

If travel is to be paid in addition to dual employment salary, it must be indicated on the Dual Employment Request Form to be approved according to established procedures.