

# Dual Employment

Policy 604.1

## 1 Introduction

1.1 Dual Employment occurs when one State agency secures the services of an employee of another State agency on a part-time, consulting, or contractual basis. As a State agency, the University is subject to all rules and regulations set forth by the Uniform Statewide Policy outlined below on Dual Employment whether it is borrowing the services of an employee of another State agency or lending the services of one of its employees.

## 2 Scope

This policy applies to all employees of the University EHRA Faculty, EHRA Non-Faculty, SHRA, and Non-Student Temporary employees).

## 3 Definitions

The definitions set forth in the Office of State Human Resources (OSHR) [Dual Employment Policy](#) are incorporated in their entirety. The term "University" as incorporated in this policy shall refer to Appalachian State University. For ease of reference, some definitions include, but may not be limited to:

**3.1 Parent Agency:** The State department, agency or institution having control over the services of the employee, and from which the employee receives his/her regular pay check.

**3.2 Borrowing Agency:** The State department, agency, or institution seeking on a temporary or part-time basis the services of an employee of another State agency.

**3.3 Straight-Time Employee:** Normally, an employee with a 40-hour per week work schedule, including employees on rotating shifts and those with split shifts. Permanent employees filling positions subject to the State Human Resources Act, with perhaps extremely rare exceptions, are straight-time employees for the purposes of this policy statement. Such persons, except when working odd or split shifts, are considered to be on their own time between 5:00 p.m. and 8:00 a.m. and on Saturdays, Sundays, holidays, and while on vacation leave.

**3.4 Variable-Time Employee:** an employee, though considered to be the incumbent in a full-time budgeted position, may be required to maintain on-duty status (normally, at a fixed work station) for only a limited number of hours per week. An example of a variable-time employee is a teacher in an institution of higher education who for one semester might be scheduled to teach classes for fifteen hours a week, and for the next semester only ten hours but with the added duty of advising students. The hours during which the employee advises might be fixed or the employee might have the option of scheduling their own appointments. Variable-time employees are considered to be on their own time except at those hours when they are required to be in scheduled on-duty status.

**3.5 Instructional Contractual Services:** The employment by one higher education institution of a teacher under contract to another institution. An example of this practice is the exchange of teachers between two proximate institutions, such as the North Carolina School of the Arts and Winston Salem State University.

**3.6 Honoraria:** Notwithstanding any definitions previously given or henceforth to be given to the word "honorarium", any payment by one agency to an employee of another agency is subject to these procedures.

## 4 Policy and Procedure Statements

### 4.1 Dual Employment

Appalachian State University adopts as its policy the OSHRA [Dual Employment Policy](#) effective September 1, 2002, as it may be amended hereafter. The policy is incorporated here in its entirety.

## 5 Additional References

## 6 Authority

*The UNC Policy Manual, The Code 101.1, Section 502 Chancellors of Constituent Institutions.*

## **7 Contact Information**

Office of Human Resources 828-262-3187

## **8 Original Effective Date**

February 25, 2011

## **9 Revision Dates**

October 27, 2016