

Processing Dual Employment Assignments

Policy 604.2

1 Introduction

2 Scope

3 Definitions

3.1 Dual Employment

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. The Dual Employment policy applies to all State employees both subject to and exempt from the provisions of the State Personnel Act, and to all State agencies.

4 Policy and Procedure Statements

4.1 Dual Employment

4.1.1 A situation very similar to Dual Employment and treated in much the same way occurs when an employee of one University department provides services for another University department on this campus.

4.2 Necessary Approval

4.2.1 Any proposal to establish a Dual Employment arrangement in the University, whether as a borrowing agency or as a lending agency, or to secure the services of an employee of another University department, must have the prior approval of Human Resource Services.

4.3 Procedure Description

4.3.1 For this reason, and due to the unique nature of each Dual Employment agreement, a department considering involvement must request approval from the Director of the University Human Resource Services.

4.4 Necessary Information

4.4.1 The following information must be covered in the requesting memorandum:

1. Individuals involved, including the classification, working title, and employing department
2. University department(s) involved and who to contact in the department(s) concerning the agreement
3. Any other State agency involved and who to contact in that agency
4. Description of services exchanged and approximate time involved.

4.4.2 All cases of Dual Employment should be closely coordinated with the Director of the University Human Resource Services.

5 Additional References

See also: Human Resource Services, Policy Statement 604.1, Dual Employment.

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates