

WINTHROP UNIVERSITY Dual Employment Request Form

AGENCY REQUESTING DUAL EMPLOYMENT

AGENCY NAME _____

SECTION/DEPARTMENT _____

EMPLOYEE NAME _____ STATE JOB TITLE _____

DESCRIPTION OF SERVICES TO BE PERFORMED _____

DATE AND TIME OF DUAL EMPLOYMENT WORK TO BE PERFORMED AND PROPOSED COMPENSATION

DATES (MONTH/DAY/YEAR: _____ TIMES: _____ TOTAL GROSS SALARY _____

FROM _____ FROM _____ (AM/PM) FLSA EXEMPT NON EXEMPT

TO _____ TO _____ (AM/PM) TOTAL HOURS _____

HOURLY RATE _____ (Non-exempt employees must be paid hourly; Dual employment for full-time non-exempt employees MUST be paid at a rate of time and 1/2 of their regular hourly rate.)

EMPLOYEE SIGNATURE _____ DATE _____

DEPARTMENT HEAD/DEAN SIGNATURE _____ DATE _____

VICE PRESIDENT/OTHER AUTHORIZED REQUESTING AGENCY SIGNATURE _____ DATE _____

AGENCY OF EMPLOYEE'S PRIMARY EMPLOYMENT (Must Be Approved By The Supervisor Of The Employee Earning Dual Employment)

AGENCY NAME _____ SECTION/DEPARTMENT _____

FLSA: EXEMPT OR NON EXEMPT ANNUALIZED SALARY _____

IS EMPLOYEE'S PRIMARY POSITION FULL-TIME OR PART-TIME; IF PART-TIME, # OF HRS/WEEK _____

IS WORK TO BE PERFORMED DURING EMPLOYEE'S REGULARLY SCHEDULED WORK HOURS? (See information following the signatures below from the state HR regulations regarding "Scheduling of Dual Employment")

YES, Attach Record of Leave Taken form indicating leave without pay or annual leave if work is performed at another state agency; if work is performed at Winthrop, the employee MUST take leave without pay for the hours of dual employment worked that are during the employee's regularly scheduled hours.

NO, Indicate regularly scheduled hours of work: From _____ (AM/PM) To _____ (AM/PM)

IF UNABLE TO INDICATE REGULAR WORK HOURS ABOVE, PLEASE EXPLAIN (Class teaching schedule may be attached):

SUPERVISOR/CHAIR SIGNATURE _____ DATE _____

(Confirms that dual employment is being approved in accordance with state regulations, including the use of leave without pay for Winthrop employees performing work at Winthrop, annual leave for work performed at another state agency, or that the work being performed is outside of the regular work hours.)

DEPARTMENT HEAD/DEAN SIGNATURE _____ DATE _____ VICE PRESIDENT/OTHER AUTHORIZED EMPLOYING AGENCY SIGNATURE _____ DATE _____

Incomplete or incorrectly completed forms will be returned to the sender for correction, which may result in delayed payment to the employee.
HR 05/05

Scheduling Dual Employment

1. Dual Employment Between Two Agencies

Ordinarily, an employee's work schedule with the employing agency should not be altered or revised to provide time to perform dual employment duties for the requesting agency. However, an employee may be permitted to use annual leave or leave without pay to provide services during working hours for a requesting agency and may receive compensation from the requesting agency for services performed during the period of leave.

2. Dual Employment Within an Agency

An employee who performs services during other than normally scheduled hours of work for his employing agency may be considered to be performing dual employment and be paid additional compensation, if such services constitute independent, additional job duties from those of the employee's primary duties within the agency. No employee shall receive any additional compensation from the employing agency while in a leave with pay status to include all designated State holidays, annual leave, and compensatory time.

[Winthrop does not allow employees to alter or revise the regular work schedule to provide time to perform dual employment duties, including shortening or rearranging lunch hours or using break times.]