



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

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DUAL APPOINTMENTS

The U.T. System Human Resources Office has provided the following administrative memorandum to all component institutions regarding Dual Employment:

Memorandum Number I.030

1. The Board of Regents' Rules and Regulations establish policy concerning members of the faculty or staff of component institutions of The University of Texas System engaging in Outside Employment and encompasses, Dual State Employment, as well. In addition, the Regents' Rules and Regulations address the issue of employment in two positions within state and/or United States government. The Appropriations Bill, 68th Legislature, sets forth certain provisions pertaining only to Dual State Employment with the State, and are enumerated in this policy memorandum. Employees who are legally employed in two positions within state government (multiple component institutions; component institution/state agency; component institution/other institution of higher education) are subject to the following provisions, and are to be informed of these provisions prior to being placed in such Dual State Employment status:
 - 1.1 Separate leave records will be maintained for each such employment.
 - 1.2 Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrued for the other position.
 - 1.3 Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.



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DUAL APPOINTMENTS, Continued

- 1.4 Total state contribution towards the employee's group insurance will be limited to no more than the amount specified in the current Appropriations Bill for full-time active employees. The employee may choose the insurance program of only one of the employing entities for the employee and/or dependents. That entity shall contribute the total state contribution.
- 1.5 The employee will be entitled to receive longevity payment for no more than one employment.
- 1.6 An employee who works in a dual employment capacity, subject to the overtime provisions of the Fair Labor Standards Act in either employment, shall have all combined time worked in excess of forty hours per week considered as overtime. The employee shall be compensated for such overtime in accordance with the overtime provisions of the Fair Labor Standards Act.
2. All employees are to be informed of their obligation and responsibility to inform both initial and second employers of their intent to accept an additional employment with the State or other institution.
3. Institutions employing individuals with multiple-component assignments shall enter into necessary agreements designating the institution which is to be the principal employer and, therefore, maintain personnel and leave records in compliance with the preceding provisions.