



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
1**

**PAGE
D2-180.0.1**

SUBJECT

APPOINTMENTS

SUB-TOPIC

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.