A permanent full-time SPA employee (regularly scheduled 40 hours each work week) normally is appointed to one position at one established rate of pay. However, State and School policies allow additional employment for a permanent full-time employee under the circumstances outlined in this Policy.

Additional employment involves work within the School beyond the permanent full-time employee's regularly scheduled 40 hours and outside his/her:

- home department or organizational unit,
- regular work schedule, and
- regularly assigned responsibilities.

**NOTE:** A permanent part-time employee (regularly scheduled at least 20 hours but less than 40 each work week) cannot be appointed to more than one position at a time. However, under unusual circumstances, a single position may involve performing duties in more than one department or office. In such cases, special arrangements must be made to coordinate funding, comply with Wage-Hour law.

Also note that a permanent part-time employee may work additional hours on a temporary basis only. If the conditions requiring the additional hours continue, the department should contact Human Resources to discuss limits on the use of part-time employees and any personnel actions that may be necessary.

**Employment Within the School**

Additional employment within the School occurs when a permanent full-time SPA employee is needed temporarily, on a part-time basis in a School operating department other than the employee's home department or organizational unit. It is limited to a situation in which the employee possesses specialized knowledge, skills and abilities not readily available in the School's recruitment area. Additional employment is used only for an emergency or one-time, fixed term assignment with specified beginning and ending dates (not over several semesters, for example) and not for any continuing need. It cannot conflict with the employee's regularly assigned full-time SPA duties.

To obtain approval for additional employment, the requesting department must complete an "Additional Employment Request and Justification Within the School" form, have it agreed upon by the home department of the employee and forwarded to Human Resources for approval. Human Resources confirms departmental/divisional approval of the justification, hourly or flat rate compensation, and hours of work needed based on
the employees regularly scheduled work week before routing to the Business Office for financial commitment and the Chancellor for final approval. The form must have the approvals and signatures of all of the following:

- Employee's home department's dean, department head, or vice chancellor
- Requesting department's dean, department head, or vice chancellor
- Director of Human Resources
- Director of Finance
- Chancellor

Conditions of Employment – Additional Employment Acceptance

An employee who is offered and accepts Additional Employment must complete the "Conditions of Employment Additional Employment Acceptance form prior to the effective beginning date of the additional employment and prior to final approval by the Chancellor. The Conditions of Employment form outlines the dates of employment and specific policies and procedures within the guidelines of the Additional Employment policy. The Conditions of Employment must be signed by the employee and the requesting supervisor. The signed form is forwarded to Human Resources along with the Additional Employment request and Justification form. If an employee begins working additional employment without signing the Conditions of Employment or begins working prior to final approval by the Chancellor, the additional employment shall terminate immediately.

Wage-Hour Provisions

Additional employment requires advance approval by Human Resources in accordance with State policy. The rate of compensation to the employee will depend on the specific circumstances of the additional employment. Factors include specifics concerning the work performed and the individual’s employment status. To ensure fair and consistent application of wage-hour law, an Additional Employment Wage-Hour Documentation checklist must be complete prior to completing an Additional Employment Request and Justification form. The rate of compensation identified by completing the Additional Employment Wage-Hour Documentation checklist is listed on the request form.

As used in this Policy and accompanying forms, the normal rates of compensation are as follows:

- “Additional Employment Rate” is the minimum hourly rate of the salary grade of the work being performed. Scheduled rates for Temporary Appointments and Additional Employment are available from Human Resources.
- A “Flat Rate” may be substituted for the Additional Employment Rate for exempt-type activities as permitted in this Policy. Scheduled Rates for coaches and substitute teachers are available from Human Resources.
**Occasional or Sporadic Work**

Occasional or sporadic means infrequent, irregular, or occurring in scattered instances. Where employees freely and solely at their own option enter into such activity, the total hours worked for the School are not combined for wage-hour purposes. Seasonal work may be occasional and sporadic if it is intermittent and irregular rather than continuous or regular.

Additional Employment which is occasional or sporadic does not require overtime pay to Wage-Hour Non-Exempt employees for hours worked over 40 in a work week. Hourly pay for the Additional Employment is based on the Additional Employment Rate for non-exempt-type activities or on a Flat Rate for exempt-type activities. Exempt type activities include teaching, coaching, artistic or journalistic co-curricular activities, computer system analyst, computer programmer, or software engineer. Non-exempt work which occurs on a weekly, bi-weekly, or monthly schedule throughout the academic or calendar year is not occasional or sporadic.

**Continuous or Regular Work**

Additional Employment which is for non-exempt-type activities and is not occasional or sporadic may be performed by Wage-Hour Non-Exempt employees. However, since federal overtime rules apply, a requesting department should contact the Director of Human Resources to discuss unusual programmatic needs prior to submitting a written request.

Additional Employment which is for non-exempt-type activities and is not occasional or sporadic may be performed by Wage-Hour Exempt employees. For any Wage-Hour Exempt employee, compensation is at the Additional Employment Rate. Wage-Hour Exempt employees are not compensated at over-time rates.

The requesting department is responsible for the cost of the Additional Employment compensation (agreed upon in advance) and the additional employment taxes (FICA).

**Coding Time**

An employee cannot code vacation leave, bonus leave, or compensatory time to equal 40 hours of work if the Additional Employment hours fall within the employees regular work schedule. This would put the employee in the position of receiving pay for the coded hours and receiving pay for working those hours under Additional Employment. The options are:

- The employee would work less hours within the home department, receiving pay for only the regular hours worked and reflecting these hours on the regular time record. An Additional Employment Time Sheet would also be completed to reflect the Additional Employment hours worked during their regular work schedule; or
- Work after the regular 40 hours work schedule and complete an Additional Employment Time Sheet to reflect the hours worked over the regular 40 hours work schedule.
Under certain circumstances, an EPA faculty employee may be requested to perform exempt-type work or assignments that are outside the scope of their regular responsibilities. The employee may receive a flat rate payment and will be handled through the Additional Employment process.

Payment Process

For non-exempt activities, an employee completes a separate Additional Employment Time Sheet reflecting the number of hours worked for the month under the Additional Employment Policy. After approval by the requesting department and the home department supervisors, the time sheet is submitted to the Payroll Department for final verification of hours actually worked, calculations, and payment.

If a Flat Rate for exempt activities is appropriate under the wage-hour provisions of this Policy, an Authorization for Flat Rate Compensation form is approved by the requesting department supervisor and submitted to the Payroll Department instead of a time sheet.

Related Forms
- Additional Employment Request and Justification Within the School
- Additional Employment: Wage-Hour Documentation Checklist
- Conditions of Employment – Additional Employment Acceptance
- Additional Employment Time Sheet
- Authorization for Flat Rate Compensation