

# Procedure: Dual Employment

## Scope and Purpose

This document sets forth the procedures for establishing dual employment for employees of Clemson University and other South Carolina state agencies. These procedures comply with Budget and Control Board policies, South Carolina state law and Clemson University's Dual Employment Policy.

## Definitions

Term	Definition
<b>Dual Employment</b>	An agreement by which an employee in an FTE position in a state of South Carolina agency accepts temporary, part-time employment with the same or another South Carolina state agency. Dual employment duties are outside the employee's home department and are independent of and in addition to the duties of the employee's primary, full-time employment. <ul style="list-style-type: none"><li>• <u>Internal dual employment</u>: Dual employment of a Clemson University employee within Clemson University.</li><li>• <u>External dual employment</u>: Dual employment of an employee of a South Carolina state agency by a different South Carolina state agency.</li></ul>
<b>Primary (Home) Agency</b>	The state agency in which the employee's home department is located.
<b>Primary (Home) Department</b>	The department for which the employee's primary (FTE) duties are performed.
<b>Secondary (Requesting) Agency</b>	The state agency in which external dual employment occurs.
<b>Secondary (Requesting) Department</b>	The department for which the employee's dual employment duties are performed.

For more definitions, click [HERE](#) to go to the *OHR Glossary of Terms*.

## Procedures

### Dual Employment (All)

1. All dual employment requests—whether the University is the primary (home) or secondary (requesting) agency—must be submitted to the Clemson University Office of Human Resources (OHR) on the requesting agency's Dual Employment Request form prior to the effective date of the dual employment agreement in question. Each form should address only one dual employment arrangement. Failure to submit a dual employment request in a timely manner may result in delay of payment.
2. Dual employment payments must be made from the following accounts:
  - Unclassified Employee: XX-XXX-5055-XXXX-XXX-XXXXXXX
  - Classified Employee: XX-XXX-5004-XXXX-XXX-XXXXXXX

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## Internal Dual Employment/Faculty Overload<sup>1</sup>

1. The secondary (requesting) department completes the top portion of the Clemson University Dual Employment Request form. Required information includes, but is not necessarily limited to, the following:
  - Name and number of the requesting department
  - The employee's name
  - The employee's EMPL ID
  - Account number
  - A description of the services to be performed
  - The start date and end date of the dual employment
  - The times during which the dual employment work will be performed
  - The proposed compensation
2. The secondary (requesting) department obtains all required approval signatures for their area. Approval requirements vary; contact the appropriate HR partner or business officer for department-specific approval information.
3. The secondary (requesting) department sends the Dual Employment Request form to the employee's primary (home) department.
4. The primary (home) department completes the bottom portion of the Clemson University Dual Employment Request form. Required information includes, but is not necessarily limited to, the following:
  - The primary (home) department's name and number
  - The position number
  - The class code
  - The employee's FLSA status
  - Percent of FTE
  - The employee's normal work hours.

**Note:** If the employee is in a classified or administrative unclassified position and the requested dual employment work is to be performed during the employee's normally scheduled hours, a Dual Employment Revised Schedule Request form must be completed, signed, and submitted to OHR along with the Dual Employment Request form. Any such request received without a signed and attached Revised Schedule Request form will be held until the requesting department provides the Revised Schedule Request form.

5. The primary (home) department obtains all necessary approval signatures for their area. Approval requirements vary; contact the appropriate HR partner or business officer for department-specific approval information.

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<sup>1</sup> Faculty overload is requested using the Dual Employment/Overload Request form and according to the process established for internal dual employment.

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6. The primary (home) department sends the signed and approved Dual Employment form to OHR for final approval.
7. OHR verifies all information on the Dual Employment Request form, reviews the request and either approves or denies the request.
8. OHR sends scanned PDFs of approved Dual Employment Request forms to both the primary (home) and secondary (requesting) departments. PDFs of denied requests contain an explanation of why the request was denied.
9. The secondary (requesting) department is responsible for compensating the employee for services rendered. Payment can be entered through the online Special Pay process or by submitting a hard copy Special Pay form.

## External Dual Employment (Clemson University employees)

1. The secondary (requesting) agency completes their Dual Employment Request form. Required information includes, but is not necessarily limited to, the following:
  - The employee's name
  - The dual employment job duties
  - The start date and end date of the dual employment
  - The times during which the dual employment work will be performed
  - The compensation
2. The secondary (requesting) agency obtains all their necessary approval signatures before mailing the form to Clemson University's OHR.
3. Clemson's OHR fills in any additional information. This includes, but is not necessarily limited to, the following:
  - The department name and number
  - The position number
  - The job code
  - The employee's FLSA status
  - The employee's annualized salary
  - The employee's normal work hours
4. OHR sends the form to the employee's primary (home) department for all necessary approval signatures.
5. The primary (home) department returns the Dual Employment Request form to OHR with the required approval signatures.
6. OHR signs and returns the Dual Employment Request form to the secondary (requesting) agency. The secondary (requesting) agency is responsible for compensating the employee for services rendered.

## External Dual Employment (employees of other state agencies)

1. The secondary (requesting) Clemson University department completes the top portion of the Dual Employment Request form. Required information includes, but is not necessarily limited to, the following:

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- The secondary (requesting) department's name and number
  - The employee ID (if applicable)
  - The employee's name
  - The account number
  - A description of the services to be performed
  - The start date and end date of the dual employment
  - The times during which the dual employment will be performed
  - The compensation
2. The secondary (requesting) department obtains all required approval signatures.
  3. The secondary (requesting) department mails the Dual Employment Request form to the employee's home agency.
  4. The home agency completes the bottom portion of the Dual Employment Request form and obtains the required approval signatures before returning the form to Clemson University's OHR.
  5. OHR reviews and either approves or denies the request and notifies the requesting department. A PDF of the approved Dual Employment Request form is sent to the requesting department. Denied requests are returned with an explanation of why the request was denied.
  6. The requesting department hires the employee into Clemson University Business Systems (CUBS) as an intermittent with "Dual Employment" as the business title.
  7. The requesting department is responsible for compensating the employee for services rendered. All payments **must** be coded as dual employment.

## Dual Employment Back-up Paperwork

In certain situations, additional back-up paperwork must accompany a Dual Employment Request form. The special circumstances that require additional documentation are listed below:

1. A Faculty member's request to engage in dual employment:
  - A copy of the Faculty member's teaching schedule for that semester is required to ensure there is no conflict of interest.
2. A classified employee's request to engage in dual employment during normally scheduled workhours:
  - A signed and approved Dual Employment Revised Schedule Request form must be submitted with the Dual Employment Request form. If the Revised Schedule Request form is not included, OHR will hold the dual employment request until the requesting department provides the Revised Schedule Request form.
3. An administrative unclassified employee's request to engage in dual employment during normally scheduled workhours:
  - A signed and approved Dual Employment Revised Schedule Request form must be submitted with the Dual Employment Request form. If the Revised Schedule Request form is not included,

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OHR will hold the dual employment request until the requesting department provides the Revised Schedule Request form.

## **Completing the Dual Employment Revised Schedule Request form**

The normal work hours of a classified or administrative unclassified staff member can be adjusted in order to satisfy a compelling University need. Such adjustment requires supporting documentation and supervisory approval and is a limited exception for a period not to exceed eight months in a calendar year.

1. To request dual employment that requires a schedule revision, the requesting department submits the Dual Employment Revised Schedule Request form along with the Dual Employment Request form.
2. Submitted Dual Employment Revised Schedule Request forms require the following:
  - the revised schedule,
  - the employee's signature, and
  - the signature of the employee's supervisor.
3. The revised schedule must satisfy the employee's weekly standard hours. If the revised schedule does not contain enough hours to satisfy the employee's weekly standard hours, annual leave or leave without pay can be taken to compensate for the missing hours.
  - Remember, the completed and signed Revised Schedule Request form must be submitted along with the corresponding Dual Employment Request form. If a dual employment request requiring a revised schedule does not include both forms, the request will hold the dual employment request until the requesting department provides the Revised Schedule Request form.

Please direct questions concerning Dual Employment Request submission, approval, or implementation to the Office of Human Resources at 656-2000 or online at [Ask-HR](#).

## **Related Resources**

[Ask-HR](#)

[Dual Employment Policy](#)

[Dual Employment/Overload Request form](#)

[Dual Employment Revised Schedule Request form](#)

[OHR Glossary of Terms](#)