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## ADDITIONAL ON-CAMPUS EMPLOYMENT

Author: UNCG HR

Authority: Executive Staff

Scope: SHRA

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### 1. Purpose

This policy outlines the circumstances and procedures under which an SHRA employee may perform work for UNCG outside of the employee's regular position, work schedule, and regularly assigned duties for additional compensation. Additional Employment occurs when the employee who holds a position in one department works additional time in another (or possibly the same) department at UNCG.

Additional On-Campus Employment should be distinguished from Secondary Employment, Dual Employment and Occasional and Sporadic Employment. Secondary Employment occurs when a UNCG SHRA employee also works for a non-state employer. Dual Employment occurs when a UNCG employee also works for another state university or agency. Occasional or Sporadic Employment occurs when employees work for UNCG in a different capacity from their regular employment on an infrequent, intermittent or irregular basis.

### 2. Scope

This policy applies to UNCG employees subject to the State Personnel Act (SHRA Employees) including probationary, permanent and time-limited who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Employees who are full-time twelve month employees shall be paid in accordance with this policy (at least 1-1/2 times regular hourly rate). Employees who are less than full-time and/or work fewer than twelve months per year shall be paid according to guidelines applicable to the specific occurrence. The "Hours of Work and Overtime Policy" prohibits FLSA exempt (not subject to overtime compensation) from receiving pay for work beyond 40 hours per week. (Exception to this policy is allowed for employees to teach a course if they certify that a reasonable effort has been made to locate an outside employee and none are available and that all work is performed on the employee's own time. Such exceptions must be approved by Human Resources. Detail is located in Section 3.2 of this policy). This policy does not apply to employees exempt from the State Personnel Act ( EHRA Employees).

### 3. Policy

#### 3.1 General

Additional employment within UNCG may occur only on a temporary basis when employee possesses specialized knowledge, skills and abilities not readily available in the local labor market. It is intended to be used only for a fixed term assigned with specified beginning and ending dates - not to exceed **6 months**. It is **not** to be used for a continuing need. It may not conflict with the employee's regularly assigned SHRA duties or affect performance adversely. Additional On-Campus Employment must have prior approval from the requesting department, the employee's primary or home department, and if an academic position is involved, the Provost. If there is extenuating circumstances necessitating an assignment in excess of six months, prior approval is required from Human Resources.

#### 3.2 Teaching

The following constitutes detail for the teaching exemption mentioned in Section 2, of this policy.

If the Additional On-Campus Employment involves teaching, the following shall also apply:

- The teaching assignment is not within the reasonable scope of the employer's regular responsibilities
- No other instructions are available to teach the course
- There is no conflict of interest between the temporary teaching and regular duties
- Advance approval by the head of the employee's work unit and the dean or associate vice chancellor of the employee's teaching work obtained
- Compensation may be paid as a lump sum
- If the employee is in a position that is full-time and subject to FLSA, compensation for any hours worked (over 40 hours worked per week) in an additional teaching role must be considered overtime and compensated at time-and-one-half the employee's hourly rate for the primary full-time job.
- If the employee is in a position that is full-time and exempt from FLSA, the employee may receive additional compensation to teach an authorized course that is otherwise scheduled to be taught, if the school or division requesting the teaching certifies that (1) a reasonable effort has been made to locate an outside instructor and none is available and (2) all the work will be performed on the employee's own time outside the regular work schedule of the employee.

### **3.3 Compensation**

The requesting department is responsible for the cost of the additional employment salary, overtime pay, additional social security and State retirement contributions.

For the purpose of determining special assignment rates, UNCG is considered one employer regardless of the location(s) of primary and special assignments for all non-exempt employees.

For the purpose of determining rates for a Special Assignment, please refer to the following chart:

#### **Example #1: Primary Assignment and Special Assignment in Same Occupational Category**

<b>Primary Assignment Classification</b>	<b>Primary Assignment Hourly Rate</b>	<b>Special Assignment Classification</b>	<b>Special Assignment Rate</b>
Admin. Support Specialist	15.85	Admin. Support Associate	23.78
<b>Rationale:</b> Rate is 1-1/2 times employee's hourly rate in Primary Assignment.			

#### **Example #2: Primary Assignment and Special Assignment in Different Occupational Category**

<b>Primary Assignment Classification</b>	<b>Primary Assignment Hourly Rate</b>	<b>Special Assignment Classification</b>	<b>Special Assignment Rate</b>
Accounting Tech IV	16.83	Admin. Support Associate	25.25
<b>Rationale:</b> Rate is 1-1/2 times employee's hourly rate in Primary Assignment even though the occupational category for the special assignment is different and carries a lower salary grade equivalent.			

**Example #3:**

Primary Assignment Classification	Primary Assignment Hourly Rate	Special Assignment Classification	Special Assignment Rate
Admin. Support Associate	14.42	Accounting Tech IV	21.63+
<b>Rationale:</b> Rate is at least 1-1/2 times the employee's hourly rate in Primary Assignment even though the occupational category for the special assignment is different and carries a higher salary grade. If the Minimum Rate for the Special Assignment classification is higher than the 1-1/2 time rate for the Primary Assignment, the Special Assignment department may elect either rate or somewhere in between.			

**Notes:** When an employee is being paid from their Primary Assignment as well as a Special Assignment, no hours related to the Special Assignment shall be considered in the overtime compensation for their Primary Assignment. Please contact your respective HR Program Manager for questions regarding specific rates.

## **4. Consultation with Human Resources**

Any department considering additional employment of a current UNCG SHRA employee should first contact its respective Program Manager in Human Resources to discuss adherence to University policy.

Upon completion of HR consultation, please refer to HR website for procedural instructions for completion of the hiring process.