

UNIVERSITY POLICY 200.28
DUAL INTERNAL EMPLOYMENT

Responsible Administrator: Vice President of Administration

Office: Office of Human Resources

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Policy Statement

It is the policy of Claflin University to ensure that employees who work in two (2) or more jobs (a primary and a secondary job or jobs) at Claflin University work the combined contractual hours for the primary and secondary job(s).

Statement of Purpose

This policy establishes guidelines to ensure that employees who work on primary and secondary jobs meet contractual obligations when the work hours of the secondary job are within the standard work schedule of the primary job.

Applicability

This policy is applicable to full-time employees who work a secondary job(s) at Claflin University during their primary work hours. If an employee works on a secondary job(s) during primary work hours, the employee's schedule must be adjusted to account for the combined time for the primary and secondary jobs. Such a case would be an employee who works from 8 a.m. to 5 p.m. Monday through Friday in his/her primary job who receives additional compensation (above base pay) for teaching a course or performing non-primary job functions during the normal work hours.

This policy excludes full-time faculty overload/supplemental pay.

PROCEDURES

Dual internal employment occurs when an employee holds two (2) or more paid positions (primary and secondary) at Claflin University and the work hours of the secondary job are during the standard work schedule of the primary job. This practice is permitted provided the procedures set forth in this policy are followed.

1. An employee may not use his/her lunch hour to compensate for dual employment.
2. An employee who works on a secondary job during the hours worked in a primary position must adjust his/her work schedule to ensure that contractual obligations for the primary and secondary jobs are met.
3. Employees must complete a Dual Internal Employment Work Schedule Form which must be approved and monitored by the immediate supervisor of the primary position. General descriptions such as "I will work evenings and

weekends to make up time” are not acceptable; rather an employee must provide the time of work.

4. Employees who fail to comply with their primary and/or secondary work schedule and responsibilities may be subject to disciplinary action up to and including termination as well as an adjustment to the employee’s compensation for noncompliance.



