07.14 Multiple and Other Employment

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must obtain approval, and an official record thereof, from the employee’s
Supervisor, that includes:

a. The name of the employer;

b. The specific nature of the work;

c. The amount of time to be spent; and

d. A statement that there is no conflict between holding the positions.

(2) The employee will obtain such approval by submitting a Multiple Employment
Agreement Form to the employee’s Supervisor.

(3) Upon receiving approval from the employee’s S

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iii. Fringe Benefits

(1) The pay and fringe benefits of a System or University employee will not be
affected when a second compensated appointment with another state agency
is accepted. The employee should obtain information from the other state
agency through the Multiple Employment Agreement Form as to the payroll
deductions and/or fringe benefits which may be applicable to the additional
compensation paid by that state agency.

(2) Fringe benefits will be paid in accordance with all applicable laws, regulations,
System Regulations, Regents’ Rules, and University policies and procedures.

b. Dual Reporting

i. A person may be employed part-time by two or more departments within the System,
provided that the combined total of normally assigned hours of work does not exceed 40
hours per week (100 percent time) and all other conditions of employment are met.

ii. A full-time employee who works in eons6 (m)(e)-1.6 >(e)-1.6 (m)6.2 .ndi (e)-1.6 (P ( )-11..4 (ks)-
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5. Multiple and Outside Employment Forms

a. The Multiple Employment Agreement Form can be found here.

b. The Outside Employment Agreement Form can be found here. If a University has another
process for approval of Outside Employment, the University may follow such process instead
of using this Outside Employment Agreement Form.

6. Administrative Officer Responsibility

a. Each System or University administrative officer shall be responsible for devising procedures