

## Paperwork Required for Dual Employment by Employee Type

Employee Type	Personnel Action Form (PAF)	Dual Employment Form	Leave Form to indicate leave without pay
<ul style="list-style-type: none"> <li>▪ All 12-month staff employees.</li> <li>▪ <b>*12-month administrators with faculty rank</b></li> <li>▪ <b>*Non-academic Deans (Deans of Enrollment Management &amp; Students)</b></li> <li>▪ <b>*Coaches</b></li> <li>▪ <b>*Librarians</b></li> <li>▪ <b>*9, 10 and 10.5 month faculty</b> (for dual employment <u>performed during regular contract period</u>)</li> </ul>	<p><b>Required</b> – must be approved and submitted <b>BEFORE</b> work is actually performed</p>	<p><b>Required</b> (Note: non-exempt staff must be paid an hourly rate of time and ½ of their base salary hourly rate for dual employment.)</p>	<p><b>Required</b> if the dual employment work is performed during the employee’s regularly scheduled hours of work (<i>see dual employment form for regularly scheduled hours of work.</i>)</p> <p><b>Not Required</b> if the dual employment work is performed outside of the employee’s regularly scheduled hours of work.</p>
<p>Faculty with Summer teaching assignments - not generally considered dual employment.</p>	<p><b>Required</b></p>	<p><b>Not Required</b>, unless the summer/dual employment work overlaps the regular contract period.</p>	<p><b>Not Required</b>, unless the dual employment work overlaps the regular contract period; faculty are not scheduled to work during the summer as part of their regular contract period.</p>
<p>Temporary employees, including faculty</p>	<p><b>Required</b></p>	<p><b>Not Required</b> - unless the temporary employee is a covered employee at another state agency.</p>	<p><b>Not Required</b> by Winthrop</p>

**\*Because of the nature of the work, employees in these positions may not be able to indicate regularly scheduled hours of work. Therefore, it is likely that leave without pay may not be required. The determination of whether or not leave without pay is required during the time that the dual employment work is performed will depend on the information provided on the dual employment form regarding regularly scheduled hours of work.**

### General Guidelines

- Academic Deans are **not** eligible to be paid dual employment for teaching classes (includes Deans of Arts & Sciences, Visual and Performing Arts, College of Business, College of Education, Library, and University College.)
- All required paperwork must be completed and approved before the dual employment work is performed.
- Incomplete paperwork will be returned to the sender for completion and may result in delayed payment to the employee.
- HR will not change or alter the information included on the PAF or the dual employment form. Any changes or alterations to the original information should be initialed and dated by the individual making the change.
- Regular summer teaching assignments for faculty is not considered dual employment.
- According to state regulations, employees must take leave without pay for any dual employment performed at the primary employing agency if the work is performed during regularly scheduled hours of work.
- Employees may not alter their regularly scheduled hours of work to accommodate dual employment and avoid taking leave without pay.
- According to federal law (FLSA), non-exempt employees must be paid at a rate of time and ½ of their regular rate of pay for any hours worked above forty in a workweek. In most cases, dual employment must be paid at time and ½ for non-exempt employees.