

## Multiple State Employment

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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### I. Policy

Employees of the University of Texas at Arlington may be employed concurrently by other state agencies or institutions subject to the following procedures.

### II. Procedure

- A. The Board of Regents' Rules and Regulations establish policy concerning members of the faculty or staff of the University engaging in outside employment that encompasses multiple state employment. The Regents' Rules and Regulations address the issue of employment in two positions within state government. The General Appropriations Act sets forth certain provisions pertaining only to multiple employment with the State of Texas, which are enumerated in this policy memorandum.
- B. A person who is legally employed by more than one Texas State agency or institution of higher education may not receive benefits from the state in excess of those provided for one full-time employee. The person is subject to the following provisions and must be informed of them before the person becomes employed by more than one agency or institution:
  1. Separate vacation and sick leave records must be maintained for each employment.
  2. Upon termination from one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
  3. The person accrues state service credit for all purposes as if the employee had only one employment.
  4. The state's contribution toward the employee's benefit replacement pay will be subject to the overall individual limit.
  5. The total state contribution toward an employee's group insurance is limited to the amount specified for full-time active employees. The employee may choose the insurance program of only one of the employing entities for the employee and/or departments. That entity shall contribute the total state contribution.

6. An employee who works in a multiple employment capacity, subject to the overtime provisions of the Fair Labor Standards Act in any of such employment shall have all combined time worked in excess of forty hours per week considered as overtime. The employee shall be compensated for such overtime in accordance with the overtime provisions of the Fair Labor Standards Act.
  7. The employee must inform his or her employing state agencies or institutions of higher education before accepting an additional employment with another agency or institution.
- C. Component institutions employing individuals with multiple component assignments shall enter into the necessary agreements designating the institution which is to be the principal employer for the purpose of defining the individual's employment as the total hours assigned to one component institution, or alternatively, the total hours the person is assigned to all component institutions.