

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR-2001

Subject: Request for Additional Employment	
Authority: Florida A&M University, Board of Trustees Policy 2005-20; University Regulation 10.110	Effective Adopted Date: 02/01/2006
Revision(s)	06/27/1996; 02/01/2006; 3/2017
Related References	
Purpose	To establish procedures for the Request for Additional/Outside Employment

1.0 General Information

2.0 Definitions:

- A. Primary Employment/Employer means an employee's regular employment department or work unit in which the employee receives an assignment, evaluation and salary based on the certification of the performance or regularly assigned duties.
- B. Secondary Employment/Employer means the department or unit requesting the employee's services in addition to those regularly assigned by the primary employer.

3.0 Responsibilities:

- A. The responsibility of an employee/faculty member is the full and competent performance of all duties pertinent to his/her employment with the University. Additional employment which may interfere with the primary obligations and responsibilities of the employee/faculty member or may create a conflict of interest in responsibilities and obligations are prohibited.
- B. University employees may receive compensation for additional employment within the University, other Florida public universities, excluding community colleges, State of Florida employment beyond full-time equivalent (FTE) established for the employee's other Florida public university employment that exceeds (1) FTE must be paid from OPS funds.
- C. Additional instructional assignments for faculty must be through the University's Office of the Provost or Office of Continuing Education.
- D. Non-exempt and OPS hourly employees are subject to the Fair Labor Standards Act and may receive compensation at time and one-half for combined workweek in excess of 40. Additional employment and pay rates for these employees must be reviewed and approved by the primary position supervisor and Director of Human Resources prior to engagement.
- E. Circumstances When Additional University Employment is Compensable
 - 1. An employee may receive compensation for additional University employment when all of the following conditions are met:
 - a. The work is carried in addition to a normal full load;
 - b. No qualified person is available to carry the work as part of his/her normal load; and
 - c. The additional University employment duties are not so heavy as to interfere with the performance of regular duties.

4.0 General Procedures:

- A. Prior to an employee being scheduled for additional University Employment, approval must be obtained in writing from the primary and secondary employer. Additional University employment shall not be granted if the primary employment area does not consent to such additional employment for reasons as provided above.
- B. All requests for additional University employment shall be made on such forms as developed by the Office of Human Resources, for A&P and USPS employees, and on such forms as developed by the Office of the Provost and Vice President of Academic Affairs for overload or research request for faculty.
 - 1. Request for Additional Employment form (HR-C-8) is available online on FAMU Human Resources website
- C. The University President shall establish any other policies and procedures necessary to implement this policy, including the designation of the necessary approvals for the submittal and approval to pay employees for additional University employment.