



Dual Employment Agreement Form - State of Texas Agency

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact Human Resources at HR@tamuc.edu.

INSTRUCTIONS This form is used by TAMUC Human Resources to document approval of dual employment arrangements. Dual employment exists when an employee of a member is also employed at a different member or at another state agency. Human Resources will review the form for applicable overtime pay requirements under federal law. The employee and department(s) will complete and sign the form and submit to TAMUC Human Resources for review. All jobs the employee holds must be listed on the form. Multiple forms may need to be used to document all roles the employee holds. Human Resources will review the form and make a determination regarding hours worked in all roles and if they should be combined and calculated towards overtime.

Employees are required to complete this form and secure the necessary approvals every year, as well as the external employment forms, if applicable.

Employee Name	Employee UIN	Date
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Primary Employment Information		Secondary Employment Information	
Department Name and Adloc (if applicable)		Department Name and Adloc (if applicable)	
Supervisor Name	State Agency Name	Supervisor Name	State Agency Name
Position Title		Position Title	
_____ Pay Rate <input type="checkbox"/> Per Month <input type="checkbox"/> Per Hour or <input type="checkbox"/> Task Payment		_____ Pay Rate <input type="checkbox"/> Per Month <input type="checkbox"/> Per Hour or <input type="checkbox"/> Task Payment	
Type of Exemption Status and Effort: (check the appropriate status and provide % effort or hours per week): <input type="checkbox"/> Exempt (Salaried), Budgeted, Full-time <input type="checkbox"/> Exempt (Salaried), Budgeted, Part-time _____% Effort <input type="checkbox"/> Non-Exempt (Hourly), Budgeted, Full-time <input type="checkbox"/> Non-Exempt (Hourly), Budgeted, Part-time _____% Effort <input type="checkbox"/> Temporary/Casual _____(hours per week (Sunday – Saturday))		Type of Exemption Status and Effort: (check the appropriate status and provide % effort or hours per week): <input type="checkbox"/> Exempt, Budgeted, Full-time <input type="checkbox"/> Exempt, Budgeted, Part-time _____% Effort <input type="checkbox"/> Non-Exempt, Budgeted, Full-time <input type="checkbox"/> Non-Exempt, Budgeted, Part-time _____% Effort <input type="checkbox"/> Temporary/Casual _____(hours per week (Sunday – Saturday))	
Department Contact Name, Phone and Email Address		Department Contact Name, Phone and Email Address	
Approximate Duration of Employment (from and thru dates)		Approximate Duration of Employment (from and thru dates)	

Approximate Work Schedule:	Approximate Work Schedule:
Is the work performed in this role considered occasional and sporadic? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the work performed in this role considered occasional and sporadic? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Description of Primary Employment Job Duties (or Attach a Copy of the Position Description)	
Brief Description of Secondary Employment Job Duties (or Attach a Copy of the Position Description)	

It is agreed that the employee identified on this form will be employed in a dual employment arrangement with Texas A&M University, another system member, or another State of Texas Agency. The work hours of the primary and secondary employment within the Texas A&M System may have to be combined for overtime purposes in accordance with [System Regulation 33.99.06 - Administration of Multiple Employment](#) and [31.01.01.R0.03 Approval Procedures for Supplemental Compensation and Dual Employment](#). Any employee, whether exempt or non-exempt under the provisions of the Fair Labor Standards Act, may accept additional employment with another department, unit, or component of The Texas A&M University System, provided the employee obtains the advance approval of the head of both the current department or unit and the employing department or unit. This approval is necessary to assure proper coordination of payment for employment when more than one department is involved. Do not start the employee before all paperwork has been approved and successfully completed.

The secondary employment will not interfere with nor conflict with the employee's primary position and responsibilities. If Human Resources determines that overtime payments will be required under federal law for the total combined hours worked over 40 in a work week, the department(s) will coordinate work hour totals to assure compliance with any overtime requirements. The overtime rate is one and one-half times the regular rate of the highest paid position in which the employee is working. Both departments will need to collaborate and determine which department will be in charge of paying overtime, if earned. Human Resources will not make this determination.

Signatures:

Employee Signature

Date

Department Head Signature

Date

Dean Signature

Date

Provost/Vice President Signature

Date

President Signature

Date

SUBMIT FORM TO:
Human Resources
Email: HR@tamuc.edu

HR Classification and Compensation Review

Are combined hours worked over 40 in a workweek considered overtime-eligible work hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HR Comments:	
HR Reviewer Name	HR Reviewer Title
Signature	Date