

Dual Employment

The Dual Employment policy is in the Office of State Human Resources Guide at:
http://www.oshr.nc.gov/Guide/Policies/3_Employment%20and%20Records/Dual%20Employment.pdf

Dual employment is a statewide uniform policy to be followed when one state agency secures the services of an employee of another state department on a part-time, consulting, or contractual basis. The dual employment policy applies to all state employees, both SPA and EPA. Any compensation to the employee must be paid by the parent agency through reimbursement from the borrowing agency. ***Form CP-30*** should be used for reporting purposes involving dual employment. This form is available on the budget office website under "budget forms."

Definitions of Dual Employment terms:

1. **Parent Agency.** The state agency having control over the services of the employee, and from which the employee receives his or her regular paycheck.
2. **Borrowing Agency.** The state agency seeking, on a temporary or part-time basis, the services of an employee of another state department.
3. **Permanent Fulltime Employee.** An employee with a 40 - hour workweek schedule including employees on rotating shifts and those with split shifts. Employees in the public school system and the community college system are not State employees for the purposes of Dual Employment regulations.
4. **Instructional Contractual Services.** The employment by one higher education institution of a teacher under contract to another institution. This would include a joint full-time appointment agreement between a parent agency and a borrowing agency where the time of the employee will be split between the agencies.
5. **Honoraria.** Any payment by one state agency to a full-time employee of another state agency for any type of service is subject to the procedures of the Uniform Dual Employment Policy.

Borrowing Agency Responsibilities (UNCW borrowing from another university/agency)

All payments for services must be made by the borrowing agency directly to the parent agency of the employee borrowed, and not to the employee.

All payments for services of borrowed employees must be charged by the borrowing agency under Employees on Loan Payments, account code 921940. Payment may not be made from salaries and benefits line items. Only general funds are administered with dual employment payments.

The borrowing agency will compensate the parent agency for the following costs:

1. Salary for service.
2. Employer's Social Security contributions without consideration of the employee's cumulative earnings to date.

The borrowing agency **may** agree to reimburse the employee for travel and/or subsistence expenses related to the performance of services for the borrowing agency. Employee's travel expenses, if any, will be paid directly to the employee by the borrowing agency.

Payment for travel and/or subsistence must be charged to non-employee travel object codes.