



05.133 DUAL EMPLOYMENT

- Authority:** Vice Chancellor of Business Affairs
- History:** Effective July 15, 2003; Updated July 1, 2011; supersedes former Administration Policy No. BD1.30, "Dual Employment"
- Source of Authority:** Office of State Budget and Management and Office of State Personnel
- Related Links:** Dual Employment Form – CP-30, Office of State Personnel Manual, Office of State Budget and Management Budget Manual
Dual Employment Form
- Responsible Office:** Budget Office

I. Purpose

To provide guidance to schools, departments, and other campus units regarding the policies and procedures to follow when UNCW secures the services of an employee of another State agency on a part-time, consulting or contractual basis.

II. Scope

This policy applies to all university departments and activities.

III. Policy

A. General Statement

The dual employment policy 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.

B. Definitions

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 Full-time 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.

C. Borrowing Agency Responsibilities

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.

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

1. Employee's gross pay.
2. Employer's Social Security contributions without consideration of the employee's cumulative earnings to date.
3. Employer's share of retirement contribution under joint appointments only.

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.

D. Parent Agency Responsibilities

The borrowed employee will remain on the parent agency's payroll; therefore the parent agency remains fully responsible for the employee's compensation. All payments for services must be made by the borrowing agency directly to the parent agency. Payment can never be made directly to the employee by the borrowing agency. Payments to the parent agency must include appropriate employer's matching social security. Retirement contributions are included only if payment is for a joint appointment.