NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

DUAL EMPLOYMENT

Purpose

Dual employment occurs when one State agency desires the services of an employee of another State agency on a part-time, consulting, or contractual basis. (See the Additional Employment and Temporary Employment policy for information about other employment within the School.)

Conditions of Dual Employment

Dual employment with another State agency* occurs when an employee (Wage-Hour Exempt or Non-Exempt) is needed on a temporary and/or part-time basis by another State agency. This is limited to a situation in which the employee possesses specialized knowledge, skills, and/or abilities not readily available in the requesting State agency's recruitment area.

* The State Dual Employment policy does not apply to any employee of a local Board of Education, the Community College System, or a city or county government. Any additional employment with any of these organizations is considered secondary employment.

Dual employment is used only for an emergency or one-time, fixed-term assignment with specified beginning and ending dates (not over several semesters, for example) and not for any continuing need. It cannot conflict with the employee's regularly assigned duties.

Term Definitions

For purposes of this policy, the terms below means the following:

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<th>Parent Agency</th>
<th>The State department, agency, or institution having control over the services of the employee, and from which the employee receives his/her regular pay check.</th>
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<td>Borrowing Agency</td>
<td>The state department, agency, or institution seeking on a temporary or part-time basis the services of an employee of another State agency.</td>
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Approval Process

To obtain approval for dual employment, an employee must obtain a completed Form "Dual Employment Request with Another North Carolina State Agency" with advance signature approvals by the:
• Employee's department head
• Director of Human Resources
• Head or representative of the other State agency involved

**Payment Process**

Payment for an approved dual employment arrangement requires that the payment be processed by the State Budget Form CP-30, "Request for Additional Payment to Employee for Work Performed for Another State Agency." The payment is made to the School and by the School to the employee. (See the Business Manual, Budget Office section.) The other State agency requesting an approved dual employment is responsible for the cost of the dual employment salary (agreed upon in advance) and the employer's Social Security contribution. Matching Retirement is paid only if the department agrees in advance to include this in the payment. The payment process is handled through the School Payroll Department.

**Related Forms:** CP-30 Dual Employment Certification Form