

STANDARD ADMINISTRATIVE PROCEDURE

31.01.99.M0.02

Approval Procedures for Supplemental Compensation and Dual Employment

Approved June 24, 1999

Revised October 8, 2002

Revised February 4, 2009

Next scheduled review: February 4, 2014

Standard Administrative Procedure Statement

This procedure is set forth to provide guidance on various situations of dual employment and supplemental compensation at Texas A&M University in accordance with the guiding Texas A&M System Regulations and University Rules.

Procedures and Responsibilities

1. GENERAL

1.1 Faculty and staff who are budgeted at a specific rate of pay may occasionally enter into an additional employment situation in which they provide services outside the scope of their primary appointment. There are two distinct situations that may arise in which an employee is entitled to additional compensation:

1.1.1 single activities that result in one or more payments being made to the employee, and

1.1.2 on-going activities that result in dual employment and multiple payments to the employee.

In either situation, the work performed in the additional employment need not be related to educational and experience requirements of the primary appointment and may be in a different capacity than the employee's primary appointment.

1.2 Services which qualify for supplemental compensation include:

1.2.1 Continuing Education Activities (See [University Rule 11.99.99.M2](#)); and

1.2.2 entering other dual employment arrangements such as providing editing or translating services, taking tickets at athletic events, umpiring, teaching craft classes, etc.

- 1.3 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.
- 1.4 Under the provisions of the Fair Labor Standards Act, non-exempt employees will be paid overtime for hours worked over 40 in a workweek. Non-exempt employees who accept additional employment within the Texas A&M System qualify for overtime pay unless the employment is occasional and sporadic, solely at the employee's option, and in a different capacity from that in which the employee regularly engages [see [System Regulation 31.01.02, Fair Labor Standards Act](#), (Minimum Wage, Overtime Pay, Child Labor and Equal Pay)] to assure compliance with the Act. This procedure outlines the steps to follow for a non-exempt employee to assure compliance with the Act.

2. APPROVAL PROCEDURES

Additional employment may result in payments to the employee for a single activity or on-going activities. Separate forms are attached for each situation. These approval procedures must be completed **before** the activity begins.

- 2.1 **Single activities** such as lectures or continuing education and extension center teaching activities will be processed for prior approval using the [Request for Compensation for Teaching a Continuing Education Program/Activity](#) form on the [Payroll Services](#) website at payroll.tamu.edu. The approval process will follow these steps:
 - 2.1.1 the form is completed by the employing department; and
 - 2.1.2 the form is signed/approved by:
 - 2.1.2.1 the faculty or employee providing the service;
 - 2.1.2.2 the employee's primary department head (may not be delegated);
 - 2.1.2.3 the department head of the unit conducting the activity (may not be delegated);
 - 2.1.2.4 the appropriate dean when faculty is involved in continuing education and extension course teaching activities (may not be delegated);

- 2.1.2.5 the Dean of Faculties and Associate Provost when compensation to an individual faculty member will exceed \$15,000 per fiscal year for continuing education/professional development and extension course teaching activities (may not be delegated);
 - 2.1.2.6 the Director of Texas A&M University Research Services (required if funding sources are in account ranges 160xxx or 4xxxxx); and
 - 2.1.2.7 the Texas A&M Research Foundation (required if grant or contract administered by Research Foundation).
- 2.1.3 both the current department and the employing department will receive a copy of the completed agreement for the departmental files.
- 2.2 Prior approval must be obtained for **on-going activities**, such as ticket takers or translators, by completing the Agreement for Dual Employment of an Employee form on the Payroll Services website at payroll.tamu.edu. The approval process will follow these steps:
 - 2.2.1 the form is completed by the employing department and must be renewed at the beginning of each fiscal year and reestablished in the University payroll system;
 - 2.2.2 the current Texas A&M University employer will initiate the agreement for each dual employment arrangement involving another Texas A&M System component;
 - 2.2.3 when the employee is non-exempt and eligible to receive overtime, the departments or units shall agree on which department will pay overtime;
 - 2.2.4 if the employment arrangement requires the employee to be paid overtime under the Fair Labor Standards Act, the employee and both departments or units must agree that overtime will be paid at the rate of pay of the highest paid position in which the employee is working. This agreement will be recorded on the [Agreement for Dual Employment of an Employee form](#); and
 - 2.2.5 both the current department and the employing department will receive and maintain a copy of the completed agreement in the employee's personnel file.

3. PROCESSING

- 3.1 Approved forms for supplemental compensation for single payments shall be forwarded to the appropriate payroll office as authorization to pay after the activity occurs.
- 3.2 Approved forms for dual employment shall be maintained in departmental payroll files as evidence for future requests for payment.
- 3.3 Appropriate payroll forms shall be forwarded to the appropriate payroll office after the activity occurs. Questions regarding how to record and make payments should be directed to the Department [Payroll Services](#) at payroll@tamu.edu.

4. REPORTING

Periodic reports on supplemental compensation for activities involving continuing education and extension center course teaching will be forwarded by Payroll Services to the Dean of Faculties and Associate Provost, and the Associate Vice President and Controller.

Related Policies

Policy 31.01: Compensation

<http://policies.tamus.edu/31-01.pdf>

Regulation 33.99.05: Part-Time Employment

<http://policies.tamus.edu/33-99-05.pdf>

Regulation 33.99.06: Administration of Multiple Employment

<http://policies.tamus.edu/33-99-06.pdf>

Regulation 31.01.02: Fair Labor Standards

<http://policies.tamus.edu/31-01-02.pdf>

Rule 11.99.99.M2: Continuing Education Activities Conducted by the University

<http://rules-saps.tamu.edu/PDFs/11.99.99.M2.pdf>

Forms

[Agreement for Dual Employment of an Employee form](#)

[Request for Compensation for Teaching a Continuing Education Program/Activity](#)

Contact Offices

Questions regarding this Standard Administrative Procedure should be directed to [Payroll Services](#) at payroll@tamu.edu or [Human Resources, Classification and Compensation](#) at (979) 845-4170. Faculty issues should be directed to the [Dean of Faculties and Associate Provost](#) at (979) 845-4274.

OFFICES OF RESPONSIBILITY: [Payroll Services & Human Resources](#)