

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy E-4
Multiple State Employment

SUBJECT: Multiple State Employment

PURPOSE: To provide a standard policy for employing and administering benefits to employees who are employed in two or more positions within Texas State government.

POLICY: It is the policy of Sam Houston State University to compensate, employ, and notify employees who hold multiple positions within Texas State government in accordance with the multiple employment provisions of the General Appropriation Act. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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2. Employee and Employing Department's Responsibility

1. Multiple Employments with the State

General Provisions: A person who is employed by more than one Texas state agency or institution of higher education may not receive benefits from the state in excess of those provided for one full-time employee. The employee is subject to the following provisions and must be informed of them before he/she is employed by more than one agency or institution:

- a. Separate vacation and sick leave records must be maintained for each employment. When the employee terminates from one employment, his/her leave balances that were accrued under that employment may not be transferred to the remaining employments.
- b. The employee accrues state service credit for all purposes as if the employee had only one employment.
- c. The total state contribution towards the employee's group insurance is limited to no more than the amount for a full-time active employee.
- d. Overtime compensation accrues to each employment independently of every other employment with the following exception. If the person is subject to the overtime provisions of the Fair Labor Standards Act of 1938 (FLSA) in an employment, the employing agencies and institutions must ensure that the person is compensated for all combined time worked in excess of 40 hours per week, according to the FLSA overtime provisions. The agencies and institutions shall coordinate to determine which agency or institution is responsible for ensuring that the employee is properly compensated according to those provisions.
- e. An employee must inform his/her employing state agencies or institutions of higher education before accepting an additional employment with another agency or institution.

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2. Employee and Employing Department Responsibility

- a. Employees are to be advised of their obligation and responsibility to inform both primary and other state employers of their intent to accept an additional employment with the state.
- b. Sam Houston State University is considered the principal employer for all full-time University employees when the other state employment is part-time. Community colleges receiving state funds are not considered state agencies, except for insurance purposes.
- c. Multiple employments with the State should not result in any conflict between the office or position of the principal and other state employers; should be of mutual benefit to the University and the State; should not interfere with the performance of duties with the University; and the employee's work schedule should not be altered to accommodate the secondary employment unless there is a clear benefit to the University.
- d. The employing department head is responsible for assisting with the communication and coordination of the provisions of this policy and processing of a Multiple State Employment form for employees engaged in multiple employment with the State of Texas.
- e. Upon accepting additional employment with another state agency or institute of higher education, SHSU employees must submit a completed Multiple State Employment form to the Human Resources Department.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-03/29/2013