

**ADMINISTRATIVE PROCEDURES**

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| **10.28 Additional Employment with Other System Members**  | **Issued: August 25, 2022** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [07.01](https://policies.tamus.edu/07-01.pdf) Ethics and [31.05](https://policies.tamus.edu/31-05.pdf) External Employment and Expert Witness, System Regulation, [31.05.02](https://policies.tamus.edu/31-05-02.pdf) External Employment and [33.04.01](https://policies.tamus.edu/33-04-01.pdf) Use of System Resources for External Employment, and Texas A&M Forest Service Procedure [10.30](file:///%5C%5Ctfscs-iis04%5Cadmin%5Cadmin_procedures%5C1030%20Outside%20Employment.docx) Outside Employment.

1. PURPOSE

Texas A&M Forest Service employees who are budgeted at a specific rate of pay may occasionally enter into additional employment with another member of The Texas A&M University System to provide services outside the scope of their primary appointment. These procedures address the process, while helping ensure compliance with the Fair Labor Standards Act and System Policies and Regulations.

1. GENERAL
	1. Any employee —whether exempt or nonexempt under the provisions of the Fair Labor Standards Act—may accept additional employment with another member of the system, provided the employee obtains the advance approval of the agency and the additional employing member. This approval is necessary to ensure proper coordination of employee’s work schedule and payment for employment.
	2. Services provided to another member which qualify for supplemental compensation include activities such as, serving as an athletic event worker or university course instructor.
	3. Nonexempt (hourly) employees who accept additional employment within the system qualify for and will be paid overtime pay for hours worked over 40 in a workweek, 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.
2. APPROVALS
	1. Additional employment with another System member must be approved before the activity begins.
	2. Requesting employee must complete the [Authorization for Additional Employment with Other System Member](file:///Q%3A%5Cprocedures%5CAuthorization%20for%20Additional%20Employment%20with%20Other%20System%20Member.docx) form and route it through their chain of command for agency approvals.
	3. If any of the additional employment is to be conducted during normal workhours, the requesting employee must also complete the [Flex Work Schedule Request](file:///Q%3A%5Cprocedures%5CFlex%20Work%20Schedule%20Request.docx) form.
	4. Additional employment with other System member requests will not be granted for a period longer than one year. All authorizations regardless of length, will terminate on August 31 of the current fiscal year. All employees must reapply for authorization each fiscal year, defined as September 1 – August 31.
3. PAYMENT PROCEDURES
	1. Compensation for the additional employment will be determined by the System member for which it is to be performed.
	2. When a non-exempt employee works in two or more system positions, the hours in the two separate positions are combined for overtime purposes. However, if one of the positions is part-time and work is occasional or sporadic, solely at the employee's option, and in a different capacity from that in which the employee regularly engages, hours worked in the additional part-time job are excluded in assessing hours worked for overtime purposes. The payroll office of the additional employing member is responsible for properly processing the additional pay at the correct rate.
	3. The agency’s payroll office will review and maintain periodic reports on all supplemental compensation for activities.

CONTACT: Texas A&M A griLife Human Resources Manager, (979) 458-7802