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## Dual Employment Frequently Asked Questions

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A Dual Employment scenario exists when a State of Texas employee works in multiple, non-teaching State positions. As a State of Texas Institution of Higher Education, Texas A&M falls within the guidelines, as do all other Universities and Agencies of the Texas A&M System. This applies to all budgeted, wage, and student employees in non-teaching roles, with the exception of Graduate Assistants; Graduate Assistants must work through the Office of Graduate and Professional Studies for approval of work in excess of their 20-hour assistantship.

Governed by University and System Regulation, State Code and Federal Law, Dual Employment Agreement Forms must be submitted to HR for review prior to the employee commencing additional employment in a State position, and Add Additional Job business process must be approved by HR and successfully completed in the system prior to the employee commencing additional employment at Texas A&M University.

In many cases, Dual Employment will require combination of hours for calculating overtime; however, not all cases will require combination of hours and that is the purpose of the HR review. For questions regarding dual employment, contact Classification and Compensation at 979-845-4170 or by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

### 1. When should I use the Dual Employment Comment Template vs. the Dual Employment Agreement Form?

The Dual Employment Comment Template must be completed in any situation where a staff or student worker is currently working at the university and an additional job is being added at the University. Remember, this is when the employee's primary and additional jobs are at Texas A&M University. Ex: Reveille Smith has a job with Texas A&M Human Resources and now is wanting to work an additional job with Texas A&M Athletics.

- [Dual Employment Comment Template](#)

The Dual Employment Agreement Form must be completed in any situation where a staff or student worker is currently working at the university and an additional job is being added at another State of Texas agency. A State of Texas agency could be TX DOT, Texas Wild Life and Forestry, Blinn Community College, Sam Houston State University, etc. This does not include the local city, an ISD, or private businesses like McDonalds, Chevron, etc. Ex: Reveille Smith has a job with TAMU Human Resources and now is wanting to work an additional job with Blinn Community College.

- [Dual Employment Agreement Form](#)

For both the template and/or form, the primary department (and other departments if the employee already has multiple jobs) need to be in agreement regarding the new additional employment. The department(s) where the employee currently works at can deny the employee's additional job. The employee needs to get approval from all supervisors before accepting the additional employment. It is up to the HR Liaison to complete the template and/or form and get in contact with all departments the employee works for and is seeking employment with. Typically, the point of contact will be the HR Liaison.

**2. Do I need to renew my dual employment each fiscal year?**

The Dual Employment Agreement Form only needs to be re-submitted to HR if the employee's dual employment has changed or additional jobs with another State of Texas agency is being taken on. If the dual employment has not changed and is staying the same, the Dual Employment Agreement Form **does not need to be re-submitted**. If the employee only works for Texas A&M University and a new additional job is being taken on, a Start Additional Job business process must be completed and the Dual Employment Comment Template will need to be added to the comments box.

**3. I am a full-time, non-exempt staff employee and have been offered secondary, non-exempt employment in another department on campus. What do I need to do?**

First, you must seek the approval of the secondary employment from your primary department; approval is not guaranteed and will depend on specific circumstances. If approved, a completed Dual Employment Comment Template needs to be copied and pasted into the Comments box of the Start Additional Job business process in Workday.

**4. I am a Student Worker on campus, but I need additional income and have been offered an additional job in the department. Do I need to do anything regarding Dual Employment?**

Yes. If you work in multiple positions (one or more PINs), even in the same department, you must complete the Dual Employment Comment Template as in #3. The employee must notify their current supervisor that they are considering additional employment within their same department. The employee needs to get approval from all supervisors before accepting the additional employment.

**5. I am a full-time, non-exempt staff employee and have been offered a part-time job at Blinn College. My supervisor is aware of the situation and there are no issues or conflicts. Do I need to do anything regarding Dual Employment?**

Yes. Blinn College is considered a State of Texas Institution of Higher Education and therefore, if you work at both TAMU and Blinn, in non-teaching roles, you must complete a Dual Employment Agreement Form.

**6. I work two positions on campus, being paid \$13.50 in my primary role and \$15.00 in my secondary role; HR has determined that the hours worked in the two positions must be combined for purposes of calculating overtime and the secondary department has agreed to pay overtime due. I worked 40 hours in my primary job and 6 hours in the secondary department. Who is responsible for paying the overtime?**

Workday will count backwards to determine the overtime worked and which job will be charged. The employee will be paid a weighted average rate calculated automatically in Workday.

**7. An employee works two positions on campus and in one pay week, the employee worked 32 hours in the primary job, took 8 hours vacation and also worked 10 hours in the secondary department. What overtime is due, if any, and what rate is it paid at?**

Overtime becomes payable when a non-exempt employee works in excess of 40 hours in a pay week; this does not include vacation, sick leave or any other paid or unpaid absence. Workday will count backwards to determine the overtime worked and which job will be charged.

**8. I am a full-time, exempt, budgeted employee; I have been offered a part-time job with a retailer at the mall in the run-up to the holiday season. What do I need to do regarding Dual Employment?**

Nothing. The retailer is not a State of Texas employer and, providing the exempt role on campus is the only other employment, a dual employment situation does not exist. However, you would need to submit an External Employment Application and Approval Form to your department before accepting the secondary role. The form is retained in the department following approval.

- [External Employment Application and Approval Form](#)
- System Regulations [31.05 External Employment and Expert Witness](#) and System Regulation [31.05.02 External Employment](#)

**Resources**

- System Regulation [33.99.06 Administration of Multiple Employment](#)
- System Regulation [33.99.05 Part-Time Employment](#)
- University SAP [31.01.99.M0.02 Approval Procedures for Supplemental Compensation and Dual Employment](#)