

Request for Dual Employment

Overview

Requests for dual employment are made when a candidate or employee seeks an additional position with the University of Texas at Arlington (UTA) and another State of Texas agency (Agency). If the request is approved, the Office of Talent, Culture and Engagement (TCE) provides the form to the hiring or current department for personnel files. TCE notifies the other Agency when employees with dual appointments separate from UTA.

Any employee, whether exempt or non-exempt under the provisions of the Fair Labor Standards Act, may accept a secondary position with another department, unit, office, other component of the University of Texas System (UTS), or another Agency. Non-exempt employees, who are subject to FLSA overtime provisions, should avoid multiple positions if possible. Exempt UTA employees may hold positions at two or more UT System institutions for up to 50 hours (125% appointment) in a workweek.

Candidates and employees must obtain advance approval from the head of the hiring or current department and the head of the other Agency's department. Advance approval is necessary to assure the employee is paid properly. The secondary position may not interfere with nor conflict with the duties of the primary position.

The work hours of the primary and secondary position may be combined for overtime purposes in accordance with UTA policies and applicable State of Texas statutes. TCE reviews the form for applicable overtime pay requirements under federal law.

If TCE determines that overtime payments are required under federal law for the total combined hours worked over 40 in a work week, the department coordinates work hour totals to assure compliance with overtime requirements. The overtime rate is one and one-half times the regular rate and is usually paid by the secondary position. TCE and the other Agency determine which department will oversee overtime payments, if earned.

Employees accrue vacation leave, sick leave, and state service credit as though they only work for one Agency. Vacation leave is paid out upon termination of employment with UTA while sick leave will remain for up to one year after termination in case of re-employment. Upon termination, leave balances accrued under one Agency cannot be transferred to the remaining Agency.

Privacy Notice

State of Texas Law requires that candidates and employees be informed and are entitled to:

- The information collected about them on this form (with a few exceptions as provided by law);
- An opportunity to receive and review that information;
- An opportunity to have the information corrected at no charge.

Contact TCE to request this information at [817-272-5554](tel:817-272-5554) or askHR@uta.edu.

Instructions

- Do not use this form if all positions are at UTA.
- List all positions and complete additional form(s) if more space is needed.
- Ensure the form is signed by the candidate or employee and appropriate department representative at UTA.
- Do not resubmit the form each fiscal year unless the job description and/or compensation has changed.
- Submit this form to hrrecords@uta.edu so that TCE may obtain signatures from the other Agency.

Employee Details

Name _____ Fiscal Year _____

Provide your UTA ID if you are or were an employee or a student. _____

UTA Position

Position Title _____

Agency _____

Department _____

Dept. Contact _____

Dept. Phone _____

Dept. Email _____

Type of Work: Sporadic Regular Temporary

Pay Type: Monthly Hourly Faculty Contract

Exemption Status:

Full-time Exempt

Full-time *Non-Exempt*

Part-time Exempt _____ % of time worked

Part-time *Non-Exempt* _____ % of time worked

Temporary or Casual _____ # of hours per week

Approximate employment duration:

From _____ Through _____

Approximate work schedule:

Brief description of job duties:

Other Agency Position

Position Title _____

Agency _____

Department _____

Dept. Contact _____

Dept. Phone _____

Dept. Email _____

Type of Work: Sporadic Regular Temporary

Pay Type: Monthly Hourly Faculty Contract

Exemption Status:

Full-time Exempt

Full-time *Non-Exempt*

Part-time Exempt _____ % of time worked

Part-time *Non-Exempt* _____ % of time worked

Temporary or Casual _____ # of hours per week

Approximate employment duration:

From _____ Through _____

Approximate work schedule:

Brief description of job duties:

Agreement

The candidate or employee identified on this form will be employed in a dual employment arrangement with UTA and another Agency in accordance with UTA policies and applicable State of Texas statutes.

Employee Signature

Date

UTA Position Dept. Head (or Designee) Signature

Date

Other Agency Position Dept. Head (or Designee) Signature

Date