**Policy Statement.** The primary responsibility of employees of University of North Texas System Administration (System Administration) is to fulfill the duties and responsibilities of their respective positions. The System Administration recognizes that employees may endeavor to engage in work or service with another Texas state agency or public institution of higher education. Employees may engage in dual employment with another state agency or institution of higher education provided that it does not interfere or conflict with those responsibilities and duties an individual performs as an employee of System Administration.

**Application of Policy.** All employees.

**Definitions.**

1. **Conflict of Commitment.** “Conflict of Commitment” means the situation in which an employee dedicates time to dual employment activities in excess of the time permitted by System Administration policy, or that detract from his or her primary responsibility to the System Administration.

2. **Conflict of Interest.** “Conflict of Interest” means a significant outside interest of a System Administration employee or one of the employee’s immediate family members that could directly or significantly affect the employee’s performance of the employee’s institutional responsibilities. The proper discharge of an employee’s System Administration responsibilities could be directly or significantly affected if the employment, service, activity or interest: (1) might tend to influence the way the employee performs his or her System Administration responsibilities, or the employee knows or should know the interest is or has been offered with the intent to influence the employee’s conduct or decisions; (2) could reasonably be expected to impair the employee’s judgment in performing his or her System Administration responsibilities; or (3) might require or induce the employee to disclose confidential or proprietary information acquired through the performance of institutional responsibilities.

3. **Dual Employment.** “Dual employment” means activities performed by a System Administration employee for another Texas state agency or a Texas public institution of higher education for remuneration, including all components of the University of North Texas System. Having multiple jobs within the System Administration does not constitute dual employment.

4. **Employee.** “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity, or who is required to be a student as a condition of employment.
Procedures and Responsibilities.

1. Employees may be permitted to engage in dual employment provided that the activity does not create a conflict of interest or conflict of commitment with the responsibilities and duties related to employment with the System Administration.

2. An individual who is engaged in dual employment must inform the System Administration of the planned dual employment before accepting the additional employment.

   **Responsible Party:** Employees

3. All requests to engage in dual employment must be submitted to the employee’s supervisor and department head in writing using the official form designated by Human Resources. Requests must be made at least annually in order to continue the dual employment.

   **Responsible Party:** Employees

4. An individual employed by more than one State of Texas agency or institution, including components of the UNT System, may not receive benefits from the State in excess of those provided for one full-time employee. An individual so employed is subject to the following provisions and must be informed of them before becoming an employee of another agency or institution:

   a. Separate vacation and sick leave records must be maintained for each agency or institution. When the individual terminates employment at one agency or institution, the accrued leave balances of that agency or institution may not be transferred to the remaining agency or institution.

   b. The individual accrues state service credit for all purposes as if employed by a single agency or institution.

   c. If applicable, the state’s contribution towards the taxes imposed on the individual by the Federal Insurance Contributions Act (FICA) may not exceed the overall limit specified in the General Appropriations Act. Additionally, System Administration will adhere to the accounting and reporting procedures prescribed by the State Comptroller to ensure that contributions do not exceed the limit.

   d. The total state contribution towards the group insurance of the individual is limited to the amount specified in the General Appropriations Act for a full-time equivalent active employee.

   e. Overtime compensation from each agency or institution accrues independently with the following exception. If the individual is subject to the overtime provisions of the Fair Labor Standards Act (“FLSA”) at either agency or institution, each agency or
institution must ensure that the individual is compensated for all combined time worked in excess of 40 hours per week according to the FLSA overtime provisions. The agencies or institutions will collaborate to determine which of them is responsible for ensuring that the employee is properly compensated according to those provisions. Refer to System Administration Policy Compensatory Leave and Overtime for additional guidance.

**Responsible Party:** Human Resources

5. The use of UNT System Administration resources in connection with dual employment is prohibited except in instances where such service clearly provides a legitimate public purpose and adequate controls are in place to ensure the public purpose is met, and the Chancellor or the Chancellor’s designee approves such service in writing. When it is permissible to use UNT System Administration resources in connection with this service, the employee is responsible for obtaining approval from the Chancellor or the Chancellor’s designee in writing through normal administrative channels, before resources may be used.

**Responsible Party:** Employees

6. An employee who engages in dual employment with a component of UNT System is responsible for monitoring compensation, benefits, leave, and service records for the multiple positions, and promptly notifying Human Resources of any inaccuracies.

**Responsible Party:** Employees

7. Employees must submit a new request to engage in dual employment if they change supervisors.

**Responsible Party:** Employees

8. Human Resources will be responsible for coordination of information with the other employing state agency or institution.

**Responsible Party:** Human Resources

**References and Cross-references.**

System Administration Policy 03.701, Ethics and Standards of Conduct
System Administration Policy 03.602, Compensatory leave and overtime
Texas Government Code Chapter 667

Approved: November 16, 2007