

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Dual Employment Policy
Policy #606

Source of Authority: *Office of State Personnel Manual* § 3 pp.16-23;
N.C.G.S. § 116-34(a);
UNC Code § 502(A)

Revision Authority: Chancellor

History: **First Issued:** February 17, 2011

Related Policies: Additional Employment Policy #601;
Conflicts of Interests (Employees) Policy #603;
External Activities for Pay Policy #610;
Occasional or Sporadic Employment Policy #621;
Secondary Employment Policy #626;
Supplemental Pay Policy #627;

Responsible Offices: Financial Services Department

Effective Date: February 17, 2011

I. Purpose

The Dual Employment Policy is a state-wide uniform policy to be followed when one state agency secures the services of an employee of another State agency on a part-time, consulting or contractual basis. It is recognized that conditions vary widely from agency to agency; however this policy will attempt to cover as many different situations as possible and to strike a sound balance between the interest of the State, the agency, the employee and the public.

II. Scope

This policy applies to all full-time, permanent, University of North Carolina School of the Arts employees.

This policy applies only to dual employment situations involving one employee and two North Carolina agencies as defined by this policy.

This policy does not apply to secondary employment situations as defined by this policy.

III. Definitions

- A. **“Borrowing Agency”** means the State department, agency, or institution seeking on a temporary or part-time basis the services of an employee of another State agency.
- B. **“Dual Employment”** refers to the situation in which a specifically identified State employee performs "part-time, consulting or contractual" services for a State agency other than his or her parent agency with the specific approval of both the borrowing and the parent agencies.

- C. “**Parent Agency**” means the State department, agency, or institution having control over the services of the employee, and from which the employee receives his or her regular pay check.
- D. “**Secondary Employment**” refers to the situation in which a specifically identified State employee engaged on a full-time basis, performs any additional work for an entity other than a State agency.

IV. Policy

- A. It is the policy of UNCSCA to defer to the North Carolina Office of State Personnel’s Dual Employment Policy § 3 pp. 16-23
(<http://www.osp.state.nc.us/manuals/manual99/dualempl.pdf>)

V. Revision History

- A. February 17, 2011 – Adopted by Board of Trustees as part of UNCSCA Policy Manual

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Dual Employment Procedures
Procedure #606

I. UNCSA as the Borrowing Agency

- A. After the terms of service has been confirmed and approved by the parent agency and rendered by the employee, the department then originates a Dual Employment Certification Form, [CP-30 Section 1](#), indicating the date(s) of service, payment funding source, and the amount of pay plus social security.
- B. Once Section 1 of the CP-30 has been completed, the form is then submitted with a [Direct Pay Request](#) to the Accounts Payable office. The Direct Pay Request should include salary *plus* social security (benefits where applicable) as one line item with account code 730140 Employee on Loan Payments. The Direct Pay Request should also indicate under “Requested Check Distribution” the “UNCSA Financial Services” for final processing.
- C. The UNCSA Financial Services will submit the CP-30 along with a check for the appropriate amount to the parent agency that in turn will pay the employee for the services rendered.
- D. The parent agency will complete Section 2 of the CP-30 and return a signed copy to the borrowing agency. Completed CP-30 forms are collected through the UNCSA Financial Services and kept on file.

II. UNCSA as the Parent Agency

- A. The UNCSA Financial Services will receive a [CP-30](#), along with payment, from the borrowing agency.
- B. Once the CP-30 has been reviewed and approved by the finance office it will be sent through campus mail (in triplicate) to the department in which the employee has performed services.
- C. Each copy of the CP-30 should then obtain the appropriate signatures specified in Section 2 and returned to the UNCSA Financial Services.
- D. At that time the payment will be deposited within the department’s specified fund.
- E. One copy will be returned to the borrowing agency, one kept on file in the UNCSA Financial Services, and one will be submitted to payroll for processing.