Section 3	Human Resources Policies	12/19/01 - Originated
Subject 3.3	Employment	08/01/08- Reviewed w changes - Reviewed w/o changes
Policy 3.3.5	**Dual State Employment**	Human Resources - Author

Dual State Employment

Definitions

Dual State Employment - This includes employment by UTMB and/or another State agency.

Principal Employer - UTMB is considered the principal employer for all full time employees. This excludes independent contractors who are paid by a private employer or other State organizations.

Secondary Employer - for employees whose principal employer is UTMB, the secondary employer is the other state agency to which they are applying for dual employment.

Policy

The primary responsibility of members of the UTMB faculty and staff is the accomplishment of the duties and responsibilities assigned to one's position of appointment. If the faculty or staff member wishes to obtain dual State employment, he or she must first complete a *Request for Dual State Employment* form and have it approved by his or her appropriate supervisor before accepting the other state employment. Dual state employment with the State is contingent upon there not being any conflict between the office or position with the principal employer and the secondary employer. The dual state employment should not interfere with the performance of duties with UTMB.

In connection with any outside employment, faculty and staff must comply with state laws governing the conduct of state employees, including ethics standards and provisions prohibiting conflict of interest and use of state resources.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Application Procedures

Employees applying for dual state employment may not commence such employment until it is approved by UTMB. Approval will be granted for a period of one year and is valid only while the employee

Application Procedures, continued

remains in his or her current position with UTMB or the secondary position. Dual state employment beyond one year or after an employee changes positions or work schedule in UTMB or the secondary employment will require a new request and approval. requests will be submitted and processed as follows:

1. Employees notify their supervisor of their intent to apply for dual state employment, consulting, or self-employment.
2. For dual state employment, employees submit a *Request for Dual Employment*. *A Dual State Employment Request, Secondary Employer* must be attached to the request. Whenever there are changes to information on either of these two forms, a new *Request for Dual State Employment* must be submitted.
3. The employee's Department Head reviews and indicate approval or disapproval and forwards the request to Payroll-Finance Services for inclusion in the personnel file. For faculty members, the approval of the appropriate chair and dean must be obtained.
4. Signed copies are provided to the department and the employee.

Administration

Upon approval of dual state employment, Payroll-Finance Services of UTMB coordinates with the payroll department of the secondary state agency to ensure that:

- There is an official record of the dual state employment and the compensation to be received by the employee, including salary, hours worked, per diem or other types of compensation; and,
- UTMB, as well as the secondary state agency employer, maintains personnel and leave records in compliance with the provisions of the current General Appropriations Act.

References

Regents' Rules Standards of Conduct Rule: 30103

Regents' Rules, Conflict of Interest Rule: 30104

Texas Government Code, Chapter 667, *Multiple Employments with State*