

INTERNAL SUPPLEMENTAL EMPLOYMENT POLICY AND PROCEDURES

I. Purpose

To ensure full compliance with the Fair Labor Standards Act (FLSA) in all situations where a full-time employee (except full-time faculty members) is seeking to work for another division/department or his/her own department under the same or a different compensation arrangement. For example, when a full-time employee teaches in an adjunct faculty capacity, this policy applies.

II. Internal Supplemental Employment is defined as work performed for the same employer (The College), for any division/department, separate from the employee's primary function, duties, or responsibilities.

III. Policy

All full and part-time employees except full-time faculty members as referenced above must fill out the attached Form and obtain the approval from the immediate supervisor prior to being assigned any supplementary employment at the college. *For non-exempt employees, a maximum of five (5) supplementary hours per week may be granted.*

The College reserves the right to make the final determination regarding actual number of supplemental employment hours per week to be granted. Please note that the College will only allow full-time employees (except full-time faculty) to teach, before 9:00 am or after 5:00 pm or outside of employees' normal work hours. No adjustment of the regular work hours will be made to accommodate supplemental assignments. No supplemental assignments shall interfere with the employee's regular job responsibilities. Each department supervisor is responsible for ensuring the completion of the form and submission of the complete form to the Office of Human Resources and College Compliance.

IV. Procedures

1. The employee obtains an Internal Supplemental Employment Form from his/her supervisor or the Office of Human Resources and College Compliance.
2. After the employee completes and signs the form, the employee's immediate supervisor needs to review and approve the form.
3. After the immediate supervisor's approval, the appropriate Dean approval is required.
4. After Dean's approval, a respective Cabinet Officer member's approval is required.
5. Following all approvals, the form **must** be returned to the Office of Human Resources and College Compliance for system updates; and then forwarded to Payroll for processing.

V. If the Internal Supplemental Employment Form is not completed, approved, and returned to the Office of Human Resources and College Compliance, prior to the start of the supplemental employment assignments, the assignment is null and void and no payroll will be processed.

INTERNAL SUPPLEMENTAL EMPLOYMENT FORM

Employee: _____ PID: _____

Primary Position: _____ Department: _____

Supplemental Position: _____

Start Date: _____ End Date: _____

PRIMARY Assignment Schedule:

Day(s) of Week	Date Month, Day, Year	Hours Worked		Total Hours Worked
		From	To	

SUPPLEMENTAL Assignment Schedule:

Day of Week	Date Month, Day, Year	Hours Worked		Total Hours Worked
		From	To	
				TOTAL:

Certification that the assignment does not conflict with the regular work schedule:

Employee: _____ Date: _____

Supervisor Approval: _____ Date: _____

Dean Approval: _____ Date: _____

FINAL APPROVALS:

PLT Approval: _____ Date: _____

Office of HR Approval: _____ Date: _____

Board of Trustees
March 15, 2018