

# Texas Tech University System Regulation 07.14

## Multiple and Other Employment

Approved: April 26, 2023

Next Scheduled Review: May 2025

### 1. Purpose

- a. The purpose of this Texas Tech University System (“System”) Regulation is to establish the policy for dual reporting, multiple and other employment, and the holding of public offices by employees of the System and its component universities (each a “University”).

### 2. General Provisions

- a. *Applicability.* This policy applies to all non-faculty employees of the System and its component Universities. This policy does not apply to University Presidents or the Chancellor, who require authorization from the Texas Tech University System Board of Regents for multiple or outside employment.
- b. *Right to Change Policy.* The System reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice or consent of its employee or employees.

### 3. Definitions

- a. **Dual Reporting:** When an employee reports to one manager or supervisor within the System but also has responsibilities to another supervisor within the System.
- b. **Outside Employment:** Defined in Section 03.01.5(b) of the Regents’ Rules as self-employment or any compensated service or employment by any entity or individual, other than the System or University, of a System or University employee.
- c. **Multiple Employment:** When either an employee of the System or a University accepts an additional appointment to a second position with another state agency or an employee of another state agency accepts an additional appointment to a second position with the System or a University. Another state agency is defined to mean agency, board, office, department, commission, council, or institution of the state of Texas. A person who is on unpaid status from one agency and working for pay at another agency is not considered to be multiple employment for the purpose of this System Regulation.
- d. **Supervisor:** Individuals with positions at the Director/Assistant or Associate Vice President level or higher.

### 4. Policy and Procedures

#### a. Multiple Employment

##### i. Employees of the System or a University

- (1) Any employee of the System or a University who wishes to accept an appointment with another state agency that may result in multiple employment

must obtain approval, and an official record thereof, from the employee's Supervisor, that includes:

- a. The name of the employer;
  - b. The specific nature of the work;
  - c. The amount of time to be spent; and
  - d. A statement that there is no conflict between holding the positions.
- (2) The employee will obtain such approval by submitting a Multiple Employment Agreement Form to the employee's Supervisor.
  - (3) Upon receiving approval from the employee's Supervisor on the Multiple Employment Agreement Form, the University's or System's chief human resources officer or their designee will review the request. Upon receiving department and human resources approval, the Multiple Employment Agreement Form must receive final approval and signature from the University's or System's designated officer or individual.
  - (4) The Multiple Employment Agreement Form should be submitted and approved prior to the effective date of the additional agency appointment.
  - (5) The employee must also inform the employing state agency of the employee's position with the System or University prior to accepting such additional employment.

ii. Employees of Another State Agency

- (1) Any person who holds a position with another state agency and wishes to accept an appointment with the System or a University that may result in multiple employment may be required to obtain approval, and an official record thereof, from the governing body or, if there is none, the executive head of that agency in accordance with applicable law and that state agency's policies and procedures.
- (2) When a University or System department supervisor desires to appoint a person who holds a position with another state agency, the proposed details of the additional employment will first be agreed to by the department supervisor, the other state agency's designee, and the person being appointed. The University or System department supervisor will then obtain approval for the proposed appointment by submitting a Multiple Employment Agreement Form to the appropriate department head and the University's chief human resources officer or their designee. The Multiple Employment Agreement Form will then be reviewed by the University's or System's designated officer or individual for final approval and signature.
- (3) Copies of the official approvals by the agency head and the appointee's agency will be attached to the appointee's personnel appointment form at the time the appointment is made and must be provided to human resources.

iii. Fringe Benefits

- (1) The pay and fringe benefits of a System or University employee will not be affected when a second compensated appointment with another state agency is accepted. The employee should obtain information from the other state agency through the Multiple Employment Agreement Form as to the payroll deductions and/or fringe benefits which may be applicable to the additional compensation paid by that state agency.
- (2) Fringe benefits will be paid in accordance with all applicable laws, regulations, System Regulations, Regents' Rules, and University policies and procedures.

b. Dual Reporting

- i. A person may be employed part-time by two or more departments within the System, provided that the combined total of normally assigned hours of work does not exceed 40 hours per week (100 percent time) and all other conditions of employment are met.
- ii. A full-time employee who works in excess of 40 hours per week (100 percent time) must be compensated in accordance with normal overtime and additional compensation policies.

c. Outside Employment

- i. The primary responsibility of each employee is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills. Outside Employment must be compatible with the interests of the System or the University and of such a nature that it will not detract from the usefulness and performance of the employee.
- ii. The employee will obtain approval for Outside Employment by submitting an Outside Employment Agreement Form to the employee's Supervisor.
- iii. Employees must follow Regents' Rule Section 08.10 regarding solicitations on System or University premises.

d. Non-Elective Offices

An employee desiring to accept an offer to serve in other non-elective offices or in a position of honor, trust, or profit with the State of Texas or the United States should submit a letter of request to the University's or System's designated officer or individual for approval.

e. Elective Offices

- i. Employees may hold non-salaried public elective offices providing they meet their primary responsibilities to the University.
- ii. If an employee is elected or appointed to another position that pays a salary, per diem, or benefits and the two positions are such that they cannot both be held by one person at the same time as determined by the System or the University, then qualification and acceptance of the second position will automatically be considered as a resignation of employment with the System or the University.

5. Multiple and Outside Employment Forms

- a. The Multiple Employment Agreement Form can be found [here](#).
- b. The Outside Employment Agreement Form can be found [here](#). If a University has another process for approval of Outside Employment, the University may follow such process instead of using this Outside Employment Agreement Form.

6. Administrative Officer Responsibility

- a. Each System or University administrative officer shall be responsible for devising procedures and/or other appropriate methods for enforcement of this policy within their individual areas of responsibility.

7. Authoritative References

- a. Texas Government Code, Section 667
- b. Fair Labor Standards Act
- c. Section 03.01.5, Regents' Rules, Conflict of Commitment
- d. Section 08.10, Regents' Rules, Solicitations and Sale of Publications

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