

# JACKSONVILLE STATE UNIVERSITY

## Manual of Policies and Procedures

**POLICY NUMBER:** 1:02:07:02

**DATE:** October 1, 2004

**REVISION/REVIEW DATES:** May 2008, August 2011, September 2023

**SUBJECT:** University Employees Having Secondary Jobs JSU

**APPROVED:** Dr. Don C. Killingsworth, Jr., President

### **PURPOSE**

To ensure compliance with Wage and Hour laws in paying non-exempt university employees for secondary jobs with the university.

### **POLICY**

To hire an employee for a secondary position, the hiring department will complete the Request for Temporary Employment, which will indicate the individual to be hired, the hourly rate of pay, and time period to be worked.

When a regular, non-exempt University employee is hired by a department to perform duties that are (1) outside normal work hours, in most cases Monday through Friday 8:00 to 4:30, or in approved leave status and (2) outside normal duties, the hiring department may negotiate an hourly wage with the employee that is different from the employee's hourly rate for his/her primary duties. In these circumstances, it will be assumed that all work in the secondary job is performed over and above the employees' 40-hour work week and therefore, must be paid at premium, i.e. the negotiated hourly rate x 1.5.

An example of the implementation of this policy is as follows. A secretary whose regular hourly rate is \$10.60 an hour is hired by the Athletics Department to sell tickets at a University athletic event. The Athletics Department will pay \$7.00 per hour for the ticket seller duties. The secretary works four hours, and these hours are outside her normal schedule. The secretary will be paid premium for the four hours spent selling tickets. The pay will be calculated as follows:

$\$7.00 \times 1.5 = \$10.50$  hourly rate of pay for ticket seller duties

$\$10.50 \times 4 \text{ hours of work} = \$42.00$

The employee and the hiring department will record hours worked (beginning and ending time) per day at the secondary job and will report these hours to Payroll either on a time sheet or by memo signed by the employee and the budget manager/supervisor. If an employee engages in work at a secondary position during normal hours (hours of his/her primary position) the employee will need to use annual leave. Employees cannot be paid for two jobs during the same period of time.

Payments will be processed through the University's payroll system and will generally be subject to federal and state withholding, Medicare, Social Security, state retirement, supplemental retirement, if applicable, and TIAA/CREF. Only TIAA/CREF may be specifically excluded.

### **RESPONSIBILITY**

The Senior Vice President for Finance and Administration will be responsible for this policy.

### **EVALUATION OF POLICY**

This policy will be evaluated at least every five (5) years.

*NOTE: This policy is intended to address only situations where an employee is performing secondary duties with the University. In situations where the work performed is the employee's primary duty and is performed over and above 40 hours worked, the standard compensatory time/overtime policy will apply.*