I. 4.5.14 Dual State Employment

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: December 2024
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: December 2024

II. Purpose

To ensure compliance with Texas state law that establishes requirements necessary for an individual to accept employment with two or more state agencies.

III. Scope

This policy applies to all faculty, administrative and professional (A&P), and classified employees of The University of Texas Health Science Center at San Antonio (UT Health San Antonio).

IV. Policy

A. General Policy

1. The primary responsibility of an employee of UT Health San Antonio is the accomplishment of all duties and responsibilities assigned to their position. Outside employment must be compatible with the interests of UT Health San Antonio and must not detract from the performance of the employee. Outside employment that interferes with an employee's duties and responsibilities at UT Health San Antonio will not be authorized.
2. With prior approval by the president or designee, an employee may be legally employed in two positions within state government (multiple component institutions; component institution/state agency; component institution/other institution of higher education).
3. All employees have the obligation and responsibility to inform both initial and second employers of their intent to accept an additional employment with the state or other institution. When UT Health San Antonio employs an individual with multiple component assignments, it shall enter into necessary agreements designating the institution that is to be the principal employer and, therefore, maintain personnel and leave records in compliance with the preceding provisions.

B. Provisions

1. Separate leave records will be maintained for each such employment.
2. Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrued for the other position.
3. Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
4. Contribution for social security and Medicare will be paid subject to current taxable amount and rates in effect.
5. Total state's contribution toward the employee's group insurance will be limited to no more than the amount specified in the current state appropriations bill for full-time, active employees. The employee may choose the insurance program for only one of the employing entities for the employee and/or dependents. That entity shall contribute the total state's contribution.
6. The employee will be entitled to receive longevity payment for no more than one employment.
7. If a non-exempt employee works in "dual employment" capacity, provisions of the Fair Labor Standards Act (FLSA) may be applicable. See FLSA related policies in IHOP Chapter 4: General Personnel Policies, Section 4.6 Classification and Compensation Administration for more information.

V. Definitions

When used in this document, the following words have the meaning set forth below unless the context requires a different meaning.

Outside Employment – any activity performed by an employee, other than fulfilling employment obligations at UT Health San Antonio or another UT System Institution, for which remuneration (payment or benefit) is received, including distance teaching

VI. Related References

Texas Government Code, Chapter 667, Multiple Employment with State

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
11/2000	Policy Origination		
12/2001	Policy Revision		
12/2024	Policy Revision/Discretionary Edit		

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