

Dual Appointments

CITATION REFERENCE

OFFICIAL TITLE Policy on Dual Appointments

VOLUME Human Resources

RESPONSIBLE OFFICE

HUMAN R

Applicability

All units of the USG are covered by this policy.

Who Should Read This Policy

All Human Resources staff, Academic Affairs staff, and employees within the USG should be aware of this policy.

Definitions and Core Responsibilities

Dual Appointment Occurs when a Requesting Institution is in need of a specific knowledge and/or skill set

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

5. Part-Time and/or Temporary Employees Part-Time and/or Temporary Employees are eligible for dual appointments. Conditions of Part-Time employment for faculty are detailed in the Academic and Student Affairs Handbook Section 4.2.
 - a. Refer to Dual Appointment Workflow and Minimum Signatures document for execution procedural requirements.
 - b. Dual Appointment Implications on Part-Time Benefits Eligibility**

Institutions shall coordinate when hiring this category of employee to ensure compliance with benefits eligibility based on the definition in the Employee

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

09T D:2T
* Responsible
initiating

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

Requesting Institution (RI) Institution in need of a specific knowledge and/or skill set. Requesting Institution has identified an employee that currently has a primary place of employment and/or is on the payroll at a Home Institution. That employee has the qualifications to perform the services.

Requesting Institution Roles and Responsibilities

- x Designated by Dual Appointment Coordinators based on examples in Appendix A
 - o

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

- o Complies with home institution procedures for searching and hiring for the appointment which are approved by each president involved in the appointment
- o Understands and agrees to established procedures that govern the evaluation of the faculty member's performance, including annual reviews, tenure and tenure review for faculty hired in tenure-track positions, promotion, and post tenure review
- o Provides input if the home institution is considering terminating the faculty member in the dual appointment position or eliminating the faculty position

Common paymaster Employees with dual appointments should be paid from the designated Home Institution. A common paymaster will help ensure the USG is compliant with Federal and State law and ensure dual appointees are being appropriately compensated for any work responsibilities outside their normal work duties involving more than one unit of the USG. The involved institutions should utilize one common paymaster as defined for private employers in O.C.G.A. § 38-27.

Dual Appointment Coordinator (DAC) The Institution's Chief Human Resources Officer shall appoint in writing employee(s) at each USG institution. The DAC will be responsible for:

- x Coordinating and facilitating completion of Dual Appointment Agreement Form
- x Negotiating Home Institution designation
- x Facilitating work completion form, invoicing and payment
- x Retaining records of agreements for institution
- x Reporting in compliance with Employee Grievance Policy in conjunction with internal constituents
- x Coordinating the sharing of faculty records for credentialing as required for accreditation agencies

O f (D8(ng)06 (ag54 (in-3.9Tw 35.44 0 Td (.8j 0.001 Tf 0.28 0 Td ()Tj EMC /LBodyT)Tj 0.001 Ic 0.00

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

- o For dual faculty appointees employed for a term that spans two (2) fiscal years, one DAA is acceptable provided details concerning the funding split between fiscal years are included on the DAA.
- x If any changes are made to an executed Dual Appointment Agreement that affects the compensation details or obligations, a new agreement must be executed. If changes do not affect the compensation details or obligations, an addendum to the current agreement can be executed.

Confirmation/Verification of Work Form that is completed to certify that dual appointment work is commencing as outlined in the Dual Appointment Agreement Form. This form will be required for invoicing and payment of dual appointees with a ~~one~~ ^{time} engagement. This form will also be required for dual appointees who have an ongoing engagement as agreed upon between the HI and RI in the USG Dual Appointment Agreement (at a minimum by the employee's first ~~the~~ ^{scheduled} pay date). The Confirmation/Verification of Work process shall also follow grant funding requirements, if applicable.

Process and Procedures

Institutions must be proactive in following the procedures for dual appointment when a Requesting Institution is in need of a specific knowledge and/or skill set from an employee who is currently working at another institution (Home Institution) in the University System of Georgia (USG). Dual Appointment Coordinators (DAC) will be responsible for communicating with institution hiring managers to ensure they are aware of the Dual Appointment requirements for timely notification/initiation and processing. The institution DACs will also facilitate the agreement workflow and certify that the appropriate ~~approval~~ ^{approval} in place to ensure institutions have addressed the requirements that all approvals have been obtained, that the transaction is in the best interest of the USG, that such service will not have a detrimental effect on the employee's Home Institution ~~work~~ ^{commitment}, and that such service is in compliance with state law.

The Dual Appointment Agreement must be executed fully prior to work initiating. A workflow and minimum signatures for the appropriate evaluation and execution of the dual appointment engagement have been developed to address each of the possible types of Dual Appointment.

For the Dual Appointment Types of "~~One~~ ^{Time} Engagement Representing the Home Institution" and "More than Full Time Equivalent Dual Appointment", ~~Supplemental~~ ^{Supplemental} Pay instructions and matrix should be referenced for classifying payments made to the employee.

In addition, procedures and guidelines for Dual Appointment Payment and Invoicing have been documented to govern payment arrangements made in the ~~DAA~~ ^{Dual Appointment Agreement}.

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

Institutions must ensure timely payment to the employee performing the services and must abide by the payment and invoice details agreed upon in the DAA.

Agreements that extend beyond one year should be reviewed annually for continuance.

Responsible

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL APPOINTMENTS

- x BOR 8.2.18.2.3 Outside Activities and 8.2.18.2.4 Definitions of Honoraria and Compensation

Related Documents and Resources (External)

- x Transacting Business with an Employees Own State Agency (O.C.G.A. § 10-2-15)
- x Common Pay Master (O.C.G.A. § 33-27)

Appendix A—Home Institution Designation

- x Is employee active at Institution A? If yes, Institution A is Home Institution
- x Is employee active at Institution B? If yes, Institution B is Home Institution
- x Which institution will require more standard hours? The one with the most is the Home Institution.

