



Dual Appointments

CITATION REFERENCE

OFFICIAL TITLE	Policy on Dual Appointments
VOLUME	Human Resources
RESPONSIBLE OFFICE	USG Human Resources Office
ORIGINALLY ISSUED	July 2016
REVISED	February 13, 2025

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

Policy Statement

The purpose of this policy is to ensure that the USG is compliant with relevant laws and to ensure employees with dual appointments within the USG are appropriately compensated for work outside their Home Institution.

The employment of staff, faculty, and students at more than one University System of Georgia (USG) institution at the same time can reduce costs and maximize resource utilization. The following guidelines have been established to ensure consistent application of dual appointments throughout the USG.

This policy defines the types of such dual appointments:

- Shared Full-Time Equivalent (FTE) Employee
- Travel Only Reimbursement
- 100% Borrowed Employee
- More than Full-Time Equivalent (FTE) Employee
- Part Time/Temporary Dual Appointments

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS

This policy does not apply to:

- Honoraria (See Board Policy 8.2.18.2.4)
- One-Time Engagements of a limited duration where the employee is representing their Home Institution at a Requesting Institution
 - Compensation is generally not received for these type engagements.
 - The services for the Requesting Institution are within the scope of knowledge and services usually performed at the Home Institution.
- Supplemental Pay at Home Institution (BPM 5.3.2 Supplemental Pay, including Temporary Assignments)
- Employee of another State Agency (i.e., other than the Board of Regents of the University System of Georgia and its institutions)
- Faculty teaching eCore or eMajor courses
- Independent Contractors who are covered under section 5.5 of the [Business Procedures Manual \(BPM\)](#)

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: An employee who works at one USG institution (Home Institution or HI) and a second USG institution (the Requesting Institution or RI) appoints the same employee to provide the RI services during the same time period.

Home Institution (HI): Primary institution, where the employee is in an active HR status.

Requesting Institution (RI): Secondary institution in a dual appointment arrangement.

Common Paymaster: Employees with dual appointments should be paid by the HI. The involved institutions should utilize one common paymaster as provided in USG's Business Procedures Manual (See Section 5.3.3).

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS

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

- Coordinating and facilitating completion of Dual Appointment Agreement Form
- Negotiating HI designation
- Facilitating work completion form, invoicing and payment
- Retaining records of agreements for institution
- Complying with Employee Categories Policy
- Coordinating the sharing of faculty records for credentialing as required for accreditation agencies

Overload: If conditions are met as specified in Academic and Student Affairs Handbook section 4.11, an overload may apply. Reference policy for further instructions and requirements.

Dual Appointment Agreement Form (DAA): Form that facilitates (1) the flow of appropriate information to all involved parties and (2) the review and approval of dual appointment details between the HI and RI.

Confirmation/Verification of Work Form: 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 scheduled pay date). The Confirmation/Verification of Work process shall also follow grant funding requirements, if applicable.

Types of Dual Appointments

1. Shared Full-Time Equivalent (FTE) Employee

- a. Employee is shared by two or more institutions in a regular position on an ongoing basis (semester or specified term) and the employee's work commitment equals one FTE. The institutions share associated costs.
- b. For contracted employees, this arrangement requires a contract addendum. See Section 4.11 in Academic and Student Affairs Handbook.

2. Travel Only Reimbursement

- a. Employee is working for the HI and completes an assignment/engagement for a RI where travel reimbursement is the only fiscal/financial commitment.
- b. Travel will be reimbursed based on the HI's reimbursement policy in alignment with USG Travel Policy.

**HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS**

3. 100% Borrowed Employee

- a. Employee is 100% borrowed from the HI for a specified time-period to perform a specified job/position.
- b. The RI assumes 100% of the full costs for the employee.
- c. Engagement expected to be temporary in nature.

4. More than Full-Time Equivalent (FTE) Employee

- a. Full-Time, 12-month Employees
 - i. Employee is working full time for HI and working outside normal business hours for a RI; or
 - ii. Employee takes annual leave from HI position to work at RI during normal business hours; or
 - iii. Combination of both i. and ii.
**NOTE: If employee is classified as FLSA non-exempt (if the majority of work performed considered non-exempt), any work over and above full-time commitment must follow FLSA standards for hourly employees and these employees must be paid at least the base overtime rate.
- b. Full-Time, 10-month Employees
 - i. Employee is working full time for HI and working outside normal business hours for a RI.
- c. Institutions must comply with guidelines provided below on Dual Appointment Implications Regarding Legal Limitations on Transacting Business with an Employee's Own State Agency.

5. Part-Time/Temporary Dual Appointments

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. Dual Appointment Implications on Part-Time Benefits Eligibility

Institutions shall coordinate to ensure compliance with benefits eligibility based on the definition in the Employee Categories policy in the Human Resources Administrative Practices Manual (HRAP). If the combination of work results in benefits eligibility (either initially in the engagement or following the Affordable Care Act (ACA) measurement period), the institutions are required to offer benefits to the employee and must agree to how the benefit costs will be funded during the execution of the Dual Appointment Agreement.

Refer to Dual Appointment Automated Process and Dual Appointment Approvals Matrix documents for execution procedural requirements.

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS

Dual Appointment Implications Regarding Legal Limitations on Transacting

Business with an Employee's Own State Agency: State law prohibits a state employee from "transacting business" with their own state agency unless the transaction falls within certain exceptions. See O.C.G.A. § 45-10-20 through § 45-10-28. In some instances, an employee taking on an employment role at a second USG institution may constitute transacting business with their own agency (i.e., the Board of Regents of the University System of Georgia).

- These situations need to be considered on a case-by-case basis.
 - A "Shared Full-Time Equivalent (FTE) Employee" assignment conducted during normal business hours and coordinated between the Home and RIs will likely not constitute such a transaction.
 - Generally, the following transactions will be considered business with the employee's own agency:
 - A "More than Full-Time Equivalent (FTE) Employee" dual appointment when the employee takes annual leave to work at the RI during their normal business hours at the HI, or
 - A "More than Full-Time Equivalent (FTE) Employee" dual appointment when the employee works full time for the HI and then works outside normal business hours for the RI.

Situations that do constitute "transacting business" with the employee's own state agency, as defined at O.C.G.A. § 45-10-20, are prohibited unless they meet one of the following exceptions:

- Full-time employee where the second appointment is serving as a member of the governing board of a private, nonprofit, educational, athletic, or research related foundation or association that is organized for the purpose of supporting institutions of higher education in Georgia and that in furtherance of this purpose may transact business with such institutions or with the Board of Regents of the University System;
- Part-time employee where the second appointment does not exceed \$250 for a single transaction and does not exceed \$9000 in the aggregate in the calendar year;
- Full-time or part-time employee (where the second appointment is part-time) who holds a doctoral or master's degree from an accredited college or university and/or is a licensed physician, dentist, or psychologist, a registered nurse or licensed practical nurse, or a certified oral or manual interpreter for deaf persons, chaplain, or firefighter; and the other approval requirements of O.C.G.A. § 45-10-25(a)(8) are met;
- Full-time or part-time employee where the second appointment is serving as a teacher or instructor of an evening or night course or program; and the other approval requirements of O.C.G.A. § 45-10-25(a)(15) are met; or
- Any other applicable exception set forth in O.C.G.A. Title 45, Chapter 10, Article 2.

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS

Home Institution (HI) Roles and Responsibilities:

- Determined by Dual Appointment Coordinators (DAC) based on examples in Appendix A
 - If the HI designation cannot be determined, contact Shared Services Center for further guidance.
- Certifies in writing that the employee is available, and that the performance of the requested services will not have a detrimental effect on their HI work commitment.
- Responsible for funding the HI's portion of associated costs as outlined/agreed upon in Compensation Details of the Dual Appointment Agreement.
- Serves as the Common Paymaster
- Responsible for the execution of the Dual Appointment Agreement **prior** to work initiating, in compliance with the USG automated dual appointment agreement process.
- Invoices the RI as outlined in the Dual Appointment Agreement, at the end of the Dual Appointment service period.
- Maintains employee personnel data and records.
- Proactively ensures work hours requested by the RI are in compliance with the Employee Categories Policy.
- Ensures compliance with Federal and State laws, including immigration, FLSA (overtime) and effort reporting where applicable.
- Responsible for working with the RI to ensure work time is recorded in the USG HR Payroll system and that overtime is paid as applicable.
- Responsible for working with RI to evaluate the employee's multiple positions to determine the appropriate FLSA status.
- Assumes personnel-related liabilities associated with both engagements, i.e., leave accruals, FMLA, worker's compensation, etc.
- Ensures hours worked are reported to central location for ACA compliance monitoring.
- Negotiates travel expense payment, if applicable, with RI and employee.
- Holds the primary job in the USG HR Payroll system.
- Responsible for executing the HI's Faculty Contract Addendum process, if applicable.
- For Faculty Appointments:
 - Holds tenure status of faculty member, if applicable.
 - Ensures approval is obtained from the appropriate administrators outlined in the Dual Appointment Approvals Matrix before full-time faculty accepts the proposed dual appointment.
 - Responsible for communicating procedures that govern the evaluation of the

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS

faculty member's performance, including annual reviews, pre-tenure and tenure review for faculty hired in tenure-track positions, promotion, and post-tenure review.

- Coordinates with the RI if the institution is considering terminating the faculty member in the dual appointment position or eliminating the faculty position.

Requesting Institution Roles and Responsibilities

- Designated by Dual Appointment Coordinators based on examples in Appendix A
 - If the RI designation cannot be determined, contact Shared Services Center for further guidance.
- Proactively ensures work hours requested are in compliance with Employee Categories Policy.
- Responsible for paying the RI's portion of associated costs as outlined in Compensation Details of the Dual Appointment agreement. Associated costs should include applicable benefits costs if employee becomes benefits eligible due to the dual appointment unless agreed upon otherwise.
- Responsible for the initiation and execution of the Dual Appointment Agreement **prior** to work initiating, in compliance with the USG Dual Appointment Automated Process.
- Pays HI for work completed within a 30-day billing cycle following receipt of an invoice, or before end of the fiscal year (whichever is sooner) unless agreed upon otherwise.
- Ensures hours worked are reported to central location for ACA compliance monitoring.
- Responsible for working with HI to ensure compliance with Federal and State laws, including immigration, FLSA (overtime) and effort reporting if applicable.
- Responsible for working with the HI to ensure time is recorded in OneUSG Connect and that applicable overtime is paid to ensure FLSA standards are followed for hourly employees.
- Responsible for working with HI to evaluate the employee's multiple positions to determine the appropriate FLSA status.
- Responsible for notifying HI of any changes to the Dual Appointment Agreement with related possible payment changes such as class not making and/or employee discontinuing work.
- Responsible for working with HI and employee to make sure travel expense payment, if applicable.
- Responsible for maintaining minimal credentialing of any Dual Appointee for accrediting agency compliance.
- For Faculty Appointments:

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS

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

Shared Services Center Roles and Responsibilities

- Completes data entry in the USG HR Payroll system associated with the Dual Appointment.
- Provide training, support, and administrative oversight as needed to ensure institutions successfully execute the process.

Process and Procedures

Institutions must follow the dual appointment procedures when seeking a dual appointment. Dual Appointment Coordinators (DAC) are responsible for following the roles and responsibilities outlined above, which include 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 ensure that the appropriate approvals are in place to ensure institutions have addressed the requirements that all approvals have been obtained. Approval designees may be appointed at the discretion of the Institution's President. Institution DACs will also ensure that the transaction is in the best interest of the USG, that such service will not have a detrimental effect on the employee's HI work commitment, and that such service is in compliance with policy.

Agreement Execution

The Dual Appointment Agreement must be executed fully before the employee begins any work under a Dual Appointment. The Agreement must be completed through the USG Dual Appointment Automated Process, which encompasses the required workflow and approvals outlined in the Dual Appointment Approvals Matrix. Notifications to other interested parties may be sent through the automated process as well.

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

Payment and Invoicing Considerations

**HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS**

Dual Appointment Agreements may not extend beyond the current fiscal year. A new agreement is necessary if the dual appointment will continue into another fiscal year.

Once a Dual Appointment Agreement is fully executed, any changes to an executed Dual Appointment Agreement will require a new agreement to be executed. If changes do not affect the compensation details or obligations, an addendum to the current agreement can be executed.

Institutions must ensure timely payment to the employee performing the services. The HI is responsible for invoicing the RI at the end of the Dual Appointment service period and the RI is responsible for paying the invoice within 30 days of receipt.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
USG Vice Chancellor for Human Resources	Ensure compliance with policy	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure compliance with policy	See University System HR Officer Listing
Institution Chief Academic Officer	Ensure compliance with policy	
Institution Chief Fiscal Affairs Officer	Ensure compliance with policy	Business/Fiscal Officers Listing

Website Address for This Policy

- HRAP on Dual Appointment
- [BPM 5.3.3 Dual Appointment](#)
- [Academic Affairs Handbook 4.3.4 Inter-institutional Faculty Appointments](#)
- [Board Policy Manual 8.3.3.2 Inter-Institutional Faculty Appointments](#)

Appendices (Internal Documents, Forms and Web Links)

- [Dual Appointment Coordinators](#)
- [Dual Appointment Approvals Matrix](#)
- [Dual Appointment Automated Process](#)
- Related Links
 - [HRAP Employee Categories Section](#)
 - [HRAP Employee Categories Classification, Compensation, and Payroll](#)
 - [HRAP Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#)
 - [HRAP Gifts/Gratuities and Employee Expenses Paid by Vendors](#)

**HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: DUAL APPOINTMENTS**

- [HRAP Interim and Acting Assignments](#)
- [Non-Standard Employee and Supplemental Pay Matrix](#)
- [4.11 Faculty Overloads and Instructional Staff Responsibilities Academic & Student Affairs Handbook - 4.11 Faculty Overloads and Instructional Staff Responsibilities](#)
- [BPM 5.3.2.3 Extra Compensation](#)
- [BOR 8.2.18.2.1 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#)
- [BOR 8.2.18.2.3 Outside Activities and 8.2.18.2.4 Definitions of Honoraria and Compensation](#)

Related Documents and Resources (External)

- Transacting Business with an Employees Own State Agency (O.C.G.A. § 45-10-20)
- Common Pay Master (O.C.G.A. § 34-8-27)

[Return to Human Resources Administrative Practice Manual Table of Contents](#)