



# Dual Appointments

## CITATION REFERENCE

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<b>VOLUME</b>	Human Resources
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## Policy Statement

The purpose of this policy is to ensure that the USG is compliant with Federal and State laws and to ensure employees with dual appointments within the USG are appropriately compensated for any work commitment beyond their initial work commitments involving more than one unit of the USG.

The employment of staff, faculty, and students at two or more institutions within the University System of Georgia (USG) during the same period of time is a recognized method of keeping costs to a minimum and maximizing resource utilization across the USG. 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:

- Full-Time Equivalent Dual Appointment
- Travel Only Reimbursement
- Borrowed Services
- More than Full-Time Equivalent Dual Appointment
- Part Time/Temporary Dual Appointments

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This policy does not apply in situations wherein the employee providing services is working in the following capacities:

- Honoraria (Federal regulations and applicable Board policies apply to honoraria)
  - Board Policy 8.2.18.2.4 should be referenced for the definition of honoraria
  - Honoraria should not be awarded to individuals currently employed by a USG institution
- One-Time Engagement at a Requesting Institution representing their Home Institution
  - Employee represents the Home Institution in a one-time engagement, generally short in nature, at a Requesting Institution in which compensation generally is not received. The services provided for the Requesting Institution are within the scope of knowledge and services 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 –
  - Faculty teaching eCore or eMajor are not hired by eCore, eMajor, or the University of West Georgia (the administrative home for eCore and eMajor).
  - Faculty teaching eCore or eMajor do so through the appointment at the faculty member's Home Institution and should not be processed as dual appointees.
  - The process for faculty approval to teach eCore or eMajor is administered by the University of West Georgia, and states that faculty must be approved to teach eCore and eMajor by the faculty member's home institution.

This policy also does not apply to Independent Contractors who are covered under section 5.5 of the [Business Procedures Manual \(BPM\)](#)

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## 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 from an employee who is currently working at another institution (Home Institution) in the University System of Georgia (USG) and:

1. Approval requirements have been met,
2. The transaction is in the best interest of the USG, and
3. Such service will not have a detrimental effect on the employee's Home Institution work commitment.

## Types of Dual Appointments

### 1. Full-Time Equivalent Dual Appointment:

- a. Employee is shared by two or more institutions in a regular position, on an ongoing basis (semester or specified term) and work commitment equals one FTE. The institutions share associated costs.
- b. For contracted employees, this arrangement requires a contract addendum. See Section 4.10 in Academic and Student Affairs Handbook.
- c. **Refer to Dual Appointment Workflow and Minimum Signatures document for execution procedural requirements.**

### 2. Travel only reimbursement

- a. Employee is working for the Home Institution and completes an assignment/engagement for a Requesting Institution where travel reimbursement is the only fiscal/financial commitment.
- b. Refer to Dual Appointment Workflow and Minimum Signatures document for execution procedural requirements.

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**3. Borrowed Services**

- a. Employee is fully borrowed from their Home Institution for a specified time-period to perform a specified job/position.
- b. An employee is performing 100% of their time commitment at an institution other than their Home Institution; and
- c. The Requesting Institution assumes 100% of the full costs for the employee.
- d. Engagement expected to be temporary in nature
- e. Refer to Dual Appointment Workflow and Minimum Signatures document for execution procedural requirements.

**4. More than Full-Time Equivalent Dual Appointment:**

- a. Full-Time, 12-month Employees
  - i. Employee is working full time for Home Institution and working outside normal business hours for a Requesting Institution; or
  - ii. Employee takes annual leave from Home Institution position to work at Requesting Institution during normal business hours; or
  - iii. Combination of both i. and ii.  
\*\*NOTE: If employee is classified as FLSA non-exempt (majority of FTE in non-exempt position), 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 Home Institution and working outside normal business hours for a Requesting Institution.
- c. Any work over and above full-time commitment must follow FLSA standards for hourly employees, these employees must be paid at least the base overtime rate.
- d. Institutions must comply with guidelines provided below on Dual Appointment Implications Regarding Legal Limitations on Transacting Business with an Employee's Own State Agency
- e. Refer to Dual Appointment Workflow and Minimum Signatures document for execution procedural requirements.

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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 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.

**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’s taking on an employment role at a second 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 “full-time equivalent dual appointment” conducted during normal business hours and coordinated between the Home and Requesting Institutions will likely not constitute such a transaction.
  - As a general guideline, the following transactions will constitute such a transaction: (1) a “more than full-time equivalent dual appointment” in which the employee takes annual leave to work at the Requesting Institution during their normal business hours at the Home Institution or (2) a “more than full-time equivalent dual appointment” in which the employee works full time for the Home Institution and then works outside normal business hours for the Requesting Institution often will as well.

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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 for in O.C.G.A. Title 45, Chapter 10, Article 2.

**Home Institution (HI):** The institution that employs the individual whose services are requested by another USG institution. The Home Institution is the employee’s primary place of employment and where they are on payroll.

Home Institution Roles and Responsibilities

- Designated by Dual Appointment Coordinators (DAC) based on examples in Appendix A
  - If designation cannot be made, contact SSC Dual Appointment Coordinator for further guidance.
- Certifies in writing that the employee is available to perform such services and that the performance of such service will not have a detrimental effect on their Home Institution work commitment.
- Responsible for funding the Home Institution’s portion of associated costs as outlined/agreed upon in Compensation Details of the Dual Appointment Agreement
- Serves as the Common Paymaster as defined for private employers by O.C.G.A. § 34-8-27

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- Responsible for the execution of the Dual Appointment Agreement **prior** to work initiating
- Invoices the Requesting Institution for payment made to the employee
- Maintains personnel data and records
- Proactively ensures work hours requested 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 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 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 HRMS (if SSC Supported school)
- Responsible for completing the USG Contract Addendum for Temporary Overload Compensation (if applicable)
- Responsible for sharing minimal credentialing of any Dual Appointee for SACS/COC compliance with RI
- For Faculty Appointments:
  - Holds tenure status of faculty member, if applicable
  - Ensures approval is obtained from the appropriate administrators (including the president) before faculty already employed full time at the home institution can accept a dual appointment
  - Responsible for communicating 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
  - Coordinates with the requesting institution if the institution is considering terminating the faculty member in the dual appointment position or eliminating the faculty position

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**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 meets the qualifications to perform the services.

Requesting Institution Roles and Responsibilities

- Designated by Dual Appointment Coordinators based on examples in Appendix A
  - If designation cannot be made, contact SSC Dual Appointment Coordinator for further guidance
- Proactively ensures work hours requested are in compliance with Employee Categories Policy
- Responsible for paying the Requesting Institution's portion of associated costs as outlined in Compensation Details of the Dual Appointment agreement. Associated costs would include applicable benefits costs if employee becomes benefits eligible as a result of the addition of dual appointment obligations unless agreed upon otherwise.
- Responsible for the initiation and execution of the Dual Appointment Agreement *prior* to work initiating
- Typically pays Home Institution for work completed within a 30-day billing cycle 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
- Ensures 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 to include class not making and/or employee discontinuing work
- Negotiates travel expense payment, if applicable, with HI and employee
- Responsible for maintaining minimal credentialing of any Dual Appointee for SACS/COC compliance
- For Faculty Appointments:

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- Complies with home institution procedures for searching and hiring for the appointment which are approved by each president 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 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. § 34-8-27.

**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:

- Coordinating and facilitating completion of Dual Appointment Agreement Form
- Negotiating Home Institution designation
- Facilitating work completion form, invoicing and payment
- Retaining records of agreements for institution
- Reporting in compliance with Employee Categories Policy in conjunction with internal constituents
- 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 4.10, 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. Payment and invoicing details will be itemized (including associated costs) and will be agreed upon between the HI and RI.

- Dual Appointment Agreements will not be executed for a period beyond the end of a fiscal year. The form will be re-executed if engagement is needed beyond the fiscal year end date.

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- 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.
- 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:** 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.

### 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 approvals are 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", the 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 Dual Appointment Agreement.

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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 Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	Ensure compliance with policy	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with policy	See University System <a href="#">HR Officer Listing</a>
<b>Chief Academic Officer</b>	Ensure compliance with policy	
<b>Chief Fiscal Affairs Officer</b>	Ensure compliance with policy	<a href="#">Business/Fiscal Officers Listing</a>

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 Agreement – Borrowed Services MOU](#)
- [Dual Appointment Agreement -Travel Reimbursement Only MASTER](#)
- [Dual Appointment Agreement ONLY – Full Time Equivalent](#)
- [Dual Appointment Agreement ONLY – More than FTE and PT Temp](#)
- [Dual Appointment Verification of Work](#)
- [DA Minimum Signatures](#)
- [Dual Appointment Execution Workflow](#)
- [Home Institution Designation – Appendix A](#)
- [Related Links](#)
  - [HRAP Employee Categories Section](#)
  - HRAP on Interim Appointments
  - BPM 5.3.2.3 Extra Compensation

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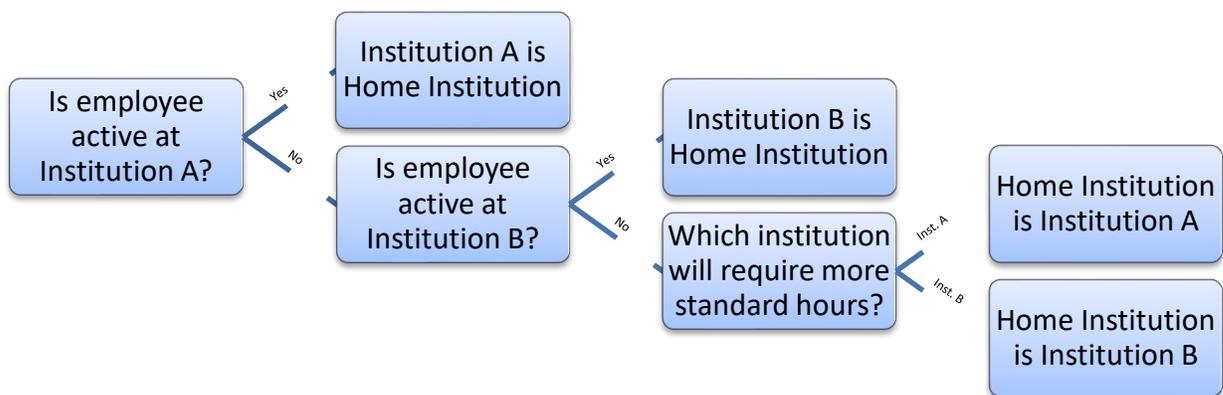
- BOR 8.2.18.2.3 Outside Activities and 8.2.18.2.4 Definitions of Honoraria and Compensation

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)

**Appendix A – Home Institution Designation**

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



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