

DUAL EMPLOYMENT/OUTSIDE EMPLOYMENT

Public Act No. 87-253, An Act Concerning the State Personnel Act, Section 3 provides that, "No State employee who holds multiple job assignments within the same State agency shall be compensated for services rendered to such agency during a bi-weekly pay period unless the appointing authority of such agency or his designee certifies that the duties performed are not in conflict with the employee's primary responsibility to the agency, that the hours worked on each assignment are documented and revised to preclude duplicate payment, and that there is no conflict of interest between the services performed."

Employees of Southern Connecticut State University are reminded that their primary work responsibility is to the University, but that they may hold a job with another organization, including teaching at any of the Connecticut State Universities, provided that such employment **does not interfere** with their job responsibilities at Southern and as long as they satisfactorily perform their job responsibilities. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be subject to the University's scheduling demands, regardless of any existing outside work requirements.

All employees are required to disclose immediately any outside employment that may conflict or have the appearance of a conflict with their regular employment. All disclosures must be placed on file with the Office of Human Resources.

If the University determines that an employee's outside work interferes with performance or the ability to meet its expectation, the employee may be asked to terminate the outside employment if wishing to remain employed by the University.

Employees holding more than *one State position* are considered "dual employees" and are required to complete a Dual Employment Request Form (PER-DE-1) and obtain approval for such status *prior* to becoming actively employed within a second State position. Southern Connecticut State University is considered the primary employment agency for full-time and some part-time Southern employees. Additional state positions would be identified as secondary agency employment. Employees must advise the Office of Human Resources of their primary and prospective secondary agencies of their employment status if dual employment is being considered.

The policy of this University is that no full-time administrators, confidential personnel, classified staff, and others may be employed in any position on campus such as University Assistant or attend classes during their regularly scheduled work day unless an exemption is made by the President.

It should be noted that certain collective bargaining agreements contain special provisions governing outside employment. In such cases, these provisions constitute University policy.