



University Staff (non-bargaining unit faculty and employees)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
DUAL EMPLOYMENT AND COMPENSATION	July 2005	1710.110

POLICY STATEMENT (R*)

All employees may be approved for secondary employment which constitutes dual employment provided such employment does not interfere with the regular work of the employee, does not result in any conflict of interest between the two activities, and is determined as being in the best interest of the University.

Approval must be requested and granted by Human Resources prior to commencement of the secondary employment.

The University is considered “the employer,” whether the secondary duties are performed for the primary department, or for another department at the University. Consequently, such employment may not be disassociated from the primary employment, and all hours worked in a workweek in such jobs must be aggregated together for non-exempt employees to determine if overtime over forty hours is due.

Applies to Faculty Employees:

Available extra compensation appointments within the University shall be offered equitably and as appropriate to qualified nine or twelve-month faculty. Only employees holding established positions are eligible for extra compensation.

Approval for extra compensation must be secured from the employee’s supervisor, prior to contracting for services, including instructional and non-instructional activities. Normally, nine-month faculty employees may not receive extra compensation for more than one three (3)-credit course per term, and may not teach off-campus credit courses for extra compensation for more than two (2) semesters during the fiscal year.

For twelve-month administrative employees who have been approved for extra compensation conducted during normal working hours, the individual must use accrued vacation leave for these hours.

Activities for which extra compensation are authorized may include:

- Off campus credit courses;
- Sponsored credit institutes and fee for service programs;
- Credit courses that are not designated as part of the employee’s in-load assignment;
- Distance learning credit course design and/or instruction;
- Study travel credit courses;
- Dual enrollment courses;
- Technical assistance such as that offered through Teacher Education Centers;
- Scheduled non-credit activities such as conferences, symposia, institutes, workshops or short courses;
- Consultative services which are part of sponsored research or training grant/contract;
- Other educational sites over 1.0 FTE;
- Externally funded training programs.

REASON FOR POLICY (O*)

To administer the approval of additional University employment and compensation.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Compensation Administration
Florida International University
11200 S.W. Eighth Street - PC 226
Miami, Florida 33199
Telephone: (305) 348-2181

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***R = Required *O = Optional**