**UNIVERSITY OF CALIFORNIA: REQUEST FOR DUAL EMPLOYMENT**

**(STAFF APPOINTMENTS ONLY[[1]](#footnote-1))**

Please complete Sections I and II and submit this form to Human Resources. Note that before a salary commitment is made to the employee and prior to the commencement of the dual employment appointment, Section III must be completed by Human Resources and approved.

Date:\_\_\_\_\_\_\_\_\_\_ Dual Employment Start Date: \_\_\_\_\_\_\_\_\_\_ Dual Employment End Date: \_\_\_\_\_\_\_\_\_\_

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| **SECTION I – EMPLOYEE/DEPARTMENT INFORMATION** | | | |
| **Employee Name:** | | **ID #:** | |
| ***FULL-TIME*** *Department* | | ***REQUESTING*** *Department* | |
| Dept Name: |  | Dept Name: |  |
| Title: |  | Title: |  |
| Job Code: |  | Job Code: |  |
| Grade: |  | Grade: |  |
| Step: |  | Step: |  |
| Pay Rate: |  | Pay Rate: |  |
| Appt Percentage: |  | Appt Percentage: |  |
| FLSA Status: | Exempt Non-exempt | FLSA Status: | Exempt Non-exempt |
| Bargaining Unit: |  | Bargaining Unit: |  |
| Dept Contact: |  | Dept Contact: |  |
| *Business Justification for Dual Employment:* | | | |
| *Description of Duties: (or attach job description)* | | | |

*NOTE: All time worked over 40 in a standard workweek by a* ***non-exempt*** *employee must be paid at the appropriate overtime rate by the department(s)* ***in which the time was actually worked****.*

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| **SECTION II – DEPARTMENT APPROVALS** | |
| **Employee** **Signature:**  Print Name: | Date: |
| **Full-time Dept Supervisor Signature:**  Print Name: | Date: |
| **Full-time Dept Head Signature:**  Print Name: | Date: |
| **Requesting** **Dept Supervisor Signature:**  Print Name: | Date: |
| **Requesting Dept Head Signature:**  Print Name: | Date: |
| **Other[[2]](#footnote-2)** **Signature:**  Print Name: | Date: |

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**UNIVERSITY OF CALIFORNIA: REQUEST FOR DUAL EMPLOYMENT** (continued)

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| **SECTION III – To be completed by Human Resources** | | |
| Meets all dual employment criteria?  (For staff see PPSM 30, Section III.B.10.a-g) | YES No[[3]](#footnote-3)  If not, please explain: | |
| FLSA Status During Dual Employment: | Exempt Non-exempt | |
| **Exempt:** Fixed biweekly or monthly amount  (Rate x Percentage to be worked)[[4]](#footnote-4): | $ /biweekly  $ /monthly | **DOS Code: DEE** |
| **Non-exempt:** Hourly rate: | $ /hour | **DOS Codes: DES and DEP** |
| **Human Resources Sign-Off:**  Print Name: | | Date: |
| **APPROVED**  **NOT APPROVED**  ***Chancellor/Designee Signature:***  Print Name: | | Date: |

1. *Dual Employment applies to staff appointments only. If an academic appointment is involved, do not use this form; other policies and approvals apply.* [↑](#footnote-ref-1)
2. *Other approval as required by local procedures.* [↑](#footnote-ref-2)
3. *This would have to be approved as an exception.* [↑](#footnote-ref-3)
4. *Dual Employment appointment only.* [↑](#footnote-ref-4)