

## Concurrent Appointment Supplemental Guidelines – October 2013

Total employment may not exceed 100% time except as allowed under appropriate Staff and Academic employment policies.

### Single Appointments:

1. Academic non-student employees are paid on the MO schedule.
2. Graduate student employees holding academic appointments are paid on the MO schedule. This includes those employees who are paid hourly; readers, remedial tutors and a few graduate student researchers. For hourly employees, time is positively reported on the MO pay schedule.
3. Staff exempt employees are paid on the MO schedule
4. Staff non-exempt employees are paid on the BW schedule.

### Concurrent Appointments:

1. Employees who hold an exempt staff position and an academic position are paid on the MO schedule.
2. Employees who hold an exempt staff appointment and a non-exempt staff appointment will require consultation with Human Resources to determine the appropriate pay schedule. The pay schedule may be BW or MO depending on the specific situation.
3. Employees who hold a non-exempt staff position and an academic position with duration of less than one year will be paid on the BW schedule. The employee will report positive hourly time for the staff position. Academic Personnel must be consulted regarding the payment schedule for the academic position.
4. Employees who hold a non-exempt staff position and an academic position with a duration of one year or more will be paid on the MO schedule. The employee will report positive hourly time for the staff position.
5. Graduate students who hold both an academic student hourly (e.g. Reader) and academic student salaried appointment will be paid on the MO. The employee will report hourly time for the hourly job.
6. Graduate students who hold both an academic student appointment and a staff student appointment will be paid on the MO. The employee will report hourly time for the hourly jobs. Over the summer, if the student holds only the staff student appointment they may continue to be paid on the MO if they will hold the academic student appointment in the Fall quarter.
7. Employees who hold an academic appointment and an academic by-agreement position (e.g. Summer Session teaching) will be paid on the MO.
8. Employees who hold an exempt staff appointment and an academic by-agreement position (e.g. Summer Session teaching) will be paid on the MO.
9. Employees who hold a non-exempt staff appointment and an academic by-agreement position (e.g. Summer Session teaching) will be paid on the BW.