FINANCIAL PLANNING & BUDGETS POLICY 2 DUAL EMPLOYMENT

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim Associate Vice Chancellor for Finance, August 4, 2021

Revised August 4, 2021

1. **Purpose**

   The document describes the policy related to dual employment of state employees.

2. **Scope**

   The Dual Employment Policy applies to all full-time Permanent State employees, both EHRA and SHRA, and to all State agencies. The following are not considered State agencies and their employees are exempt from the policy:

   - The Public-School System
   - Community Colleges (the Community College System employees are state employees)
   - Employees of cities and counties

3. **Definitions and Roles and Responsibilities**

   3.1 **Definitions**

   The term “dual employment” refers to the situation where a specifically identified State employee performs services for a State agency other than his or her parent agency with the specific approval of the borrowing and the parent agencies.

   The State department, agency, or institution having control over the services of the employee and from which the employee receives his regular paycheck is the **parent agency**.

   The State department, agency or institution seeking on a temporary or part-time basis the services of an employee of another State agency is the **borrowing agency**.
4. Policy

The State Budget Officer and the State Personnel Director on January 1, 1967, issued a joint directive specifying a revised Uniform Dual Employment Policy to be followed by all State Agencies. This policy statement authorized the State agencies to secure service of an employee of another State agency on a “temporary, consulting or contractual basis” by entering into a dual employment agreement. Any compensation to the employee must be paid by the parent agency through reimbursement from the borrowing agency. The borrowing agency is not authorized to make direct payment to full time-permanent employees of another State agency.

Dual employment should be used for unique and one-time service requirements and not for continuing arrangements except where valid joint appointments are involved. Dual employment should be used to authorize employees with special skills and abilities to participate in a loan arrangement between the parent and borrowing agencies in such a manner as to strike a sound balance between interests of the State, the agencies, the employee, and the public.

5. Compliance and Enforcement

The Office of State Budget and Management controls this policy for all universities and state agencies. The Director of Financial Planning and Budgets is responsible for ensuring compliance with this policy.

6. Additional Information

6.1 Supporting Documents

Procedure B Dual Employment Procedure

6.2 Approval Authority

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Steve Honeycutt, Director of Financial Planning & Budgets, (336)334-4182, sdhoneyc@uncg.edu
- budget@uncg.edu