

## Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

### 31.01.01.V0.04 | Supplemental Compensation and Dual Employment

*Approved: May 18, 2012*

*Revised: July 16, 2014  
January 20, 2015*

*Next Scheduled Review: January 20, 2020*



---

#### **PROCEDURE STATEMENT**

---

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) employees who are budgeted at a specific rate of pay may occasionally enter into additional employment within The Texas A&M University System (System) in which they provide services outside the scope of their primary appointment.

---

#### **REASON FOR PROCEDURE**

---

The procedures contained herein are established to help ensure compliance with the Fair Labor Standards Act and System Policies and Regulations.

---

#### **PROCEDURES AND RESPONSIBILITIES**

---

##### 1.0 GENERAL

1.1 There are two distinct situations in which an employee is entitled to compensation:

- A. a single activity which results in one or more payments being made to the employee, and
- B. dual employment for on-going activities.

In either situation the work performed in the additional employment does not need to be related to the educational and experience requirements of the primary appointment and may be performed in a different capacity than the primary appointment.

1.2 Services which qualify for supplemental compensation include:

- A. entering dual employment arrangements such as providing on-going editing or translating services, taking tickets at athletic events, etc;
- B. teaching Extension Center Courses, or single activities such as Web site design, conference assistants, etc, and;
- C. short-term assignment(s) in a foreign country, as described in TVMDL Procedure 31.01.01.V0.05, *Salary Adjustments for International Assignments*, and/or additional time outside normal duty hours to prepare or teach a short course(s) for international trainees in this country.

1.3 Any employee—whether exempt or nonexempt—under the provisions of the Fair Labor Standards Act may accept additional employment with another unit, or member of the System provided the employee obtains the advance approval of the TVMDL Associate Director and the additional employing department or unit. This approval is necessary to ensure proper coordination of payment for employment when more than one unit is involved.

- 1.4 Nonexempt employees who accept additional employment within the System qualify for and will be paid overtime pay for hours worked over 40 in a workweek, unless the employment is occasional and sporadic, solely at the employee's option, and in a different capacity from that in which the employee regularly engages. This procedure outlines the steps to follow for a nonexempt employee to ensure compliance with The Fair Labor Standards Act and System Regulation 31.01.02, *Fair Labor Standards Act*.

## 2.0 APPROVAL

Additional employment which may result in payments to the employee for a single activity or on-going activities will be approved before the activity begins by following the procedures below:

- 2.1 Single activities (such as lectures, one-time editing or translating, Web site development, continuing education and Extension Center teaching activities, and etc.):
- A. The employing unit will complete a Texas A&M AgriLife (AgriLife) form AG-519, *Request for Compensation for Contribution to a Continuing Education or Other Extra Curricular Activity*, and obtain the following signatures/approvals prior to the activity:
    - 1. the employee providing the service,
    - 2. the employee's primary supervisor,
    - 3. the activity director, if applicable,
    - 4. the head of the unit conducting the activity (may not be delegated),
  - B. After receiving the signatures detailed above, the form should be routed to the AgriLife Human Resources Office for recommendation and routing to the proper administrator for final approval. The following signatures will be obtained:
    - 1. the Assistant Director for Human Resources or designee, and
    - 2. the Director of TVMDL or designee.
  - C. Upon approval, the form will be placed in the employing unit's payroll correspondence folder in Laserfiche record series 3.3.2.1, and the employing unit will be notified to complete the necessary documents needed for payment.
- 2.2 On-going activities (such as ticket takers, on-going editing or translating, and etc.):
- A. The employing department will initiate the agreement by completing an AG-509, *Agreement for Dual Employment of an Employee Resulting in Multiple Payments* form. This form must be renewed at the beginning of each fiscal year and reestablished in the payroll system.

The employing unit will obtain the following signatures/approvals prior to the activity:

    - 1. Employee
    - 2. TVMDL Associate Director
    - 3. Employing unit head
  - B. Each unit will maintain the completed form in the Laserfiche in the employee's personnel file.
- 2.3 If the employee is nonexempt and eligible to receive overtime, the employing unit will pay overtime at the rate of the highest paid position in which the employee is working.

### 3.0 PAYMENT PROCEDURES

#### 3.1 Supplemental Compensation Single Payments

- A. The employing unit will forward AgriLife form AG-504, *Supplemental Monthly Budget Verification Documents* requesting payment to the payroll office after the activity occurs via the Work In Progress - Payroll folder in Laserfiche.
- B. Upon receipt of the AG-504, payroll will attach the approved AgriLife form AG-519, *Request for Compensation for Contribution to a Continuing Education or Other Extra Curricular Activity*, and process the payment.
- C. The documents used for payment will then be filed in Laserfiche.

#### 3.2 Dual Pay Multiple Payments

- A. Maintain a copy of approved *Agreement for Dual Employment of an Employee* forms for in agency personnel files as evidence for future requests for payment.
- B. The employing unit will forward the *Budget Verification Documents* and a copy of the approved *Agreement for Dual Employment of an Employee* to the payroll office via the Work in Progress – Payroll folder in Laserfiche after the activity occurs. (NOTE: For units outside AgriLife, the forms will be sent to payroll by any approved means.)

- 3.3 The payroll office will review and maintain periodic reports on all supplemental compensation for activities.

---

### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

---

[System Policy 31.01, Compensation](#)

[System Regulation 31.01.01, Compensation Administration](#)

[System Regulation 31.01.02, Fair Labor Standards](#)

[System Regulation 33.99.05, Part Time Employment](#)

[System Regulation 33.99.06, Administration of Multiple Employment](#)

[System Regulation 33.99.07, Internal Faculty Consulting and Professional Services](#)

[TVMDL Procedure 31.01.05.V0.05, Salary Adjustments for International Assignments](#)

---

### **CONTACT OFFICE**

---

Please direct questions concerning these procedures to the AgriLife Payroll Office at 979-845-4749.