

**AUBURN UNIVERSITY
APPLICATION FOR APPROVAL TO ENGAGE IN
UNIVERSITY ACTIVITIES FOR EXTRA COMPENSATION**

Administrative-Professional and University Staff Employees

Caution! If you are a foreign national employee, please check with the Office of International Student and Scholar Services in 228 Foy Hall prior to starting any new employment.

1. Name	2. ID#	3. Title
4. Department/Unit		5. Type Appointment: US <input type="checkbox"/> AP <input type="checkbox"/>
6. FLSA status of current regular appointment: Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> FLSA status of work to be performed: Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/>		
7. Describe nature of work to be performed, location, and for whom.		
8. List dates and number of hours of proposed compensated activity. If unknown, please estimate.		
9. Give the name of the University department or program, and explain why this work is not being performed as a regular part of your University responsibilities.		
10. Explain arrangements you have made to ensure that the proposed activity does not interfere with other University responsibilities.		
11. Financial Data: If related to existing contract or grant, attach sponsoring agency approval. If contracted, is proposed activity approved in agency budget? Yes <input type="checkbox"/> No <input type="checkbox"/> Contact Name _____ School/Unit _____ Dept Name _____ Address _____ Account Name _____ Account Code _____ Rate \$ _____ (hr) Total Job \$ _____		
_____ (Signature of Applicant)		_____ (Date)
Approved rate: \$ _____ per _____ Approved job title: _____ Class # _____		
APPROVED:		
_____ Project Director of Paying Unit	_____ Date	_____ Office of Sponsored Programs
_____ Department Head or Immediate Supervisor	_____ Date	_____ Human Resources
_____ Dean, College or School, or Vice Pres	_____ Date	_____ Date
DISTRIBUTION:		

Auburn University

Auburn University, Alabama 36849-5126

Department of Human Resources
Langdon Hall

Telephone: (334) 844-4145
TDD (334) 844-1612
Jobline for TDD Users: (334) 844-4561
FAX: (334) 844-1617

February 25, 1999

To: Deans, Directors, and Department Heads

Re: Multiple Jobs Policy

On July 16, 1998, you received a new policy statement regarding "Multiple Jobs" for Administrative/Professional and University Staff personnel. With its implementation, we discovered a number of operational concerns that prompted our office to make a number of revisions that would make this policy more "user friendly" for our university departments. Attached is the revised policy statement along with the form HR-12 which is the initiating document to establish a multiple job and obtain approval to employ the preferred candidate.

Questions regarding this policy may be directed to Kyle Butler, Michael Hill or Angela Erlandson in the Department of Human Resources.



Darwin D. Liverance
Assistant Vice President

je

cc: Interim Provost Walker
Executive Vice President Large
Vice President Ferguson
Mr. Kyle Butler
Mr. Michael Hill
Ms. Angela Erlandson

Multiple Jobs

Administrative/Professional and University Staff employees, upon appropriate approvals, may engage in University activities for extra compensation. Such activity must constitute an employer/employee relationship, and will be titled as a multiple job. Multiple jobs shall not be considered as consulting, but rather a bonafide employment opportunity within Auburn University which is eligible for compensation.

The provisions for multiple jobs are as follows:

1. While there is no limit to the number of multiple jobs, an employee shall not exceed a 1.5 full-time equivalency (FTE) based on a 40-hour work week for all work performed. A multiple job shall not be approved when there is an existing university department that would normally provide the service requested, unless the university department is unable to provide the service. In such cases, written confirmation should be attached to the HR-12 for processing.
2. The employee shall have a current satisfactory performance record.
3. The employee shall complete form HR-12 (the UPO-10 is to be used for extra compensation and consulting by faculty only) and obtain the proper approval signatures. The HR-12 is the Auburn University application for approval to engage in University activities for extra compensation for Administrative/Professional and University Staff employees. An HR-12 may be approved for a maximum period of six months. Additional work will require the approval of a new HR-12. Requests for multiple jobs must have approval at all levels listed on the HR-12 before the requested services can be provided. The approved HR-12 must be attached to the PAF for processing to affect the job action.
4. Any work performed in a multiple job by a nonexempt employee must be paid at time and one-half once the employee has worked 40 hours in a given week for Auburn University. Total hours worked shall not exceed 60 hours per work week and a regular hourly rate shall be determined for each multiple job. The overtime rate assigned shall be one and one-half times the weighted average of the regular rates of all jobs. When multiple job(s) are utilized by a full-time regular employee, any and all time worked in the secondary job(s) shall be charged as overtime to the secondary job account(s). No overtime hours may be worked or charged to a contract or grant account without prior written approval of the sponsor's contracting official. All rates of pay for requested services must be approved by Human Resources prior to those services being rendered.
5. A nonexempt employee may be approved for an exempt or nonexempt multiple job. An exempt employee may only be approved for an exempt multiple job.

6. A part-time regular employee will also be eligible for multiple jobs; however, the hours worked as a part-time regular employee, plus any multiple job(s) may not exceed 60 hours per work-week.
7. Multiple jobs will not be permitted in the home department of the regular employee.
8. For nonexempt multiple job(s), the secondary department shall submit time worked to the primary department for hours worked in the multiple job(s). The primary department will be responsible for all payroll processing. Leave time must be verified to determine overtime eligibility

HYPOTHETICAL EXAMPLE: HOURS WORKED/OVERTIME RATE

	Mon	Tues	Wed	Thurs	Fri	Sat	
Regular Job	8	8	8	8	8	0	= 40
Multiple Job	2	1	3	0	0	4	= 10
							Total Hours Worked = 50

Hourly rate for regular job \$10.00/hour

Hourly rate for multiple job \$5.00/hour

To determine the overtime rate you compute a weighted average for each workweek as follows:

40 hours at \$10.00 per hour =	\$400.00
10 hours at \$5.00 per hour =	<u>\$ 50.00</u>
Total: 50 hours	Total: \$450.00

\$450.00 divided by 50 hours = \$9.00 per hour

In the determination of overtime compensation, the regular hourly rate for any specific work week is the weighted average of the hourly rates for all jobs worked.

In this example, \$9.00 is the weighted average hourly rate for all hours worked in the work week. Each and all overtime hours (hours worked in excess of 40 hours per work week) would be paid at one and one half times the \$9.00 per hour weighted average. Each overtime hour worked would thus be compensated at \$13.50