


So You Want to Work a Second Job?
There are Secondary Employment, Dual Employment, and
Conflict of Commitment Rules and Policy Expectations to
Guide You


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Question 1

Should a University employee be permitted to work a second job outside the University?


- Yes
- No, never
- It depends



Question 2

Do you supervise or a mange other University employees?

- Yes, I supervise or manager other employees
- No



Secondary Employment

- Full-time University/State employment is "primary"
- Any other employment is "secondary"
- Advanced approval necessary before SHRA employee can engage in any secondary employment

Authority: University Policy 103.3, PIM 22, and State Human Resource Policy Manual.



Question 3

Does it make sense that, pursuant to State of North Carolina policy, any SHRA employee who holds a full time job with the state shall consider their state employment responsibilities as "primary"?

- Yes
- No



What could go wrong?

Secondary employment shall not be permitted when it would:

1. Create a conflict of interest, either directly or indirectly, or
2. Adversely effect the primary University employment.



Scenarios

- Panther Game Parking Security
- High School Volleyball Coach
- Dog Walker/Pet Sitter
- Tax Filing Expert



SHRA Employee Responsibilities

1. Submit request form and seek advanced approval prior to starting secondary employment
1. Submit an updated request form annually, if appropriate
2. Notify your supervisor when there is any change to secondary employment by submitting a revised form

Authority: University Policy 103.3, PIM 22, and State Human Resource Policy Manual.



Question 4

Are University faculty and EHRA staff required to request permission prior to engaging in secondary or external employment?

- Yes
- No
- Not sure



External Professional Activity for Pay

- Faculty and EHRA employees whose FTE is .75 or greater must submit an EPAP request prior to participation
- The EPAP is integrated into the Niner Research COI form

Authority: University Policy 102.1, External Professional Activities of Faculty and Other Professional Staff; University Policy 101.24, Conflicts of Interest and Commitment.



External Professional Activity for Pay

EPAP Definition -- Any activity that is:

- 1) not included within one's University employment responsibilities;
- 2) performed for any entity, public or private, other than the University;
- 3) undertaken for compensation; and
- 4) based upon the professional knowledge, experience and abilities of the employee.



External Professional Activity for Pay

BOG regulation permits EPAP activities provided:

- they do not create a conflict of interest or commitment that interferes with obligations to the University
- they are generally limited to no more than 20% of one's contracted time, and
- advanced review and approval is obtained as described in the regulation.

Authority: UNC Board of Governors Regulation 300.2.2.2[R].



Scenarios

- Expert Witness
- Canadian River Guide
- Weekend Academic Instructor



EPAP Key Considerations

- Advanced disclosure required – must request permission prior to engaging in secondary employment
- Cannot adversely effect University employment
- Limited to 20% of full-time University commitment
- Conflicts of interest and conflicts of commitment must be avoided
- Updates – annual disclosure and review required



Question 5

Are there any other policies that govern work outside a university employee's primary job?

- Yes
- No
- I don't know



Yes, another policy on “outside work”

- It is more limited in scope
- Enumerates factors (or expectations) to consider
- Applies to all full-time employee types



Dual Employment Policy

- State of North Carolina policy
- to be followed when one State agency or university seeks to secure the services of an employee of another State agency or university
- part-time, consulting or contractual based services
- both SHRA and EHRA employees must comply



Dual Employment Policy

North Carolina’s Dual Employment Policy seeks to strike a “sound balance between the interest of the State, the agency/university, the employee and the public.”



Dual Employment Policy

- Triggered when a University employee seeks to perform services for another North Carolina state agency or university on a part-time or contractual basis
- Management should grant or withhold its approval after a careful weighing of the circumstances



Dual Employment – 8 Factors to Consider

1. The character of the services to be performed;
2. the effect on the morale of the other employees;
3. the ethical considerations involved;
4. the temporary loss of services of the individual to the parent agency;



Dual Employment – 8 Factors to Consider


5. the possible reduced efficiency of the individual as a result of fatigue or inattention to primary responsibilities (quality of work might drop off);
6. the urgency of the situation;
7. possible alternative arrangements; and
8. any other pertinent factors.



Dual Employment Policy

Advanced Approval Required

Approval must be obtained from the supervisor of the primary employment position before the service is provided in order to ascertain whether the new obligation will interfere with the job duties and commitments of the primary position.




Dual Employment Policy

Payroll Processing Requirements

If approved, all payments for the employee's dual employment services must be sent (along with Form CP-30) from the borrowing agency to the University and paid through the University payroll.

Form CP-30
<https://hr.charlotte.edu/sites/hr.charlotte.edu/files/media/forms/CP30.pdf>



Final Thoughts & Takeaways

- Request permission to work a second job in advance
- If limited in scope and/or duration, and no conflict created, and no foreseeable adverse effect or outcome, a request to work a second job may be approved
- Provide management with annual or more frequent status updates, as appropriate
- Reasonable requests that meet the applicable policy requirements will likely be approved but could later be withdrawn or modified if circumstances change

