



DUAL EMPLOYMENT HIRING PROPOSAL / AGENCY AGREEMENT

North Carolina Central University ~ Department of Human Resources

APPROVAL BY THE DEPARTMENT OF HUMAN RESOURCES IS REQUIRED IN ADVANCE OF DUAL EMPLOYMENT

As an employee of the parent agency, _____, I understand that services performed for another State Agency are subject to the Dual Employment Policy. The procedures specify that "all payments for services must be made by the borrowing agency, _____ of the employee borrowed and not to the employee". I also understand that the purpose for this procedure is the reporting of Social Security and Retirement Contributions.

SECTION I: PARENT AGENCY INFORMATION

Employee Name	Banner ID
Position Title	Position Number
Employee Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	EE Group: <input type="checkbox"/> EHRA <input type="checkbox"/> SHRA
FLSA Classification	Hours Per Week
Agency Name	Employee Status
Agency Address	Overtime Eligible
	Payment Contact
	Agency Code Agency Subhead Retirement Code
Will the work performed create a conflict of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide explanation below.)	

SECTION II: BORROWING AGENCY INFORMATION

Banner ID:	
Position Title	Position Number
Requesting Department	Assignment Title
Contract Period	Work Schedule
Assignment Begin Date	Assignment End Date
Total Compensation Offered	Frequency Number of Payments
Description of Work:	

AGENCY FUNDING

Percent indicates the amount to be funded by each Agency.

	Parent Agency	Borrowing Agency		Parent Agency	Borrowing Agency
Benefits	%	%	Overtime Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retirement	%	%	Leave Accrual Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Workers' Compensation – When an employee who holds two separate state agency jobs is injured in one of them, the employee's Workers' Compensation entitlement are based only upon the average weekly wages earned in the employment producing the injury. (GS 97-2). Over 40 hours paid – weighted average.

TO BE COMPLETED BY BORROWING AGENCY

Analysis Of Payment To Parent Agency (Fill in as Applicable)

Total Salary for Services _____ \$

Travel and Subsistence _____ \$

Gross Pay Due To Employee _____ \$

Matching Retirement _____ \$

Matching Social Security – 7.65% _____ \$

Total Payment Due To Parent Agency _____ \$

NOTE: The Borrowing Agency is assuming liability for accuracy and statutory compliance for travel and subsistence.

SECTION III: EMPLOYEE CERTIFICATION

I have read, or had read and explained to me, the policy governing Dual Employment. The Dual Employment I have requested is within the regulation of the Dual Employment Policy and does not constitute either a direct or indirect conflict of interest with my department, _____. Employment will not affect my regular job performance. I understand that failure on my part to comply with the Dual Employment Policy will constitute a violation and subject me to disciplinary action, up to and including, dismissal.

Employee Signature _____
Employee Name

SECTION IV: AGENCY APPROVAL

Recommended By: _____
Parent Agency Immediate Supervisor or Department Head

Approved By: _____
Parent Agency Official – Human Resources/Designee

Budget Parent Agency: _____
Parent Agency Budget Officer/Designee

Recommended By: _____
Borrowing Agency – Hiring Manager Department Head/Provost

Approved By: _____
Borrowing Agency Human Resources Official/ARMO Designee

Budget Borrowing Agency: _____
Borrowing Agency Budget Officer/Designee