

Concurrent Employment Approval Procedure

Purpose

The purpose of this procedure is to establish a consistent process for reviewing and approving concurrent employment requests in compliance with Arkansas state requirements. Concurrent employment must be approved prior to the employee beginning any secondary employment assignment.

Definition

Concurrent employment is defined as a state employee receiving compensation from two different state agencies/institutions, or from the same agency for additional duties above their primary role, during the same fiscal year. Concurrent employment requires prior approval to ensure the secondary job does not conflict with the employee's primary duties or create issues related to time commitment, compensation limits, or institutional operations.

Concurrent Employment Approval Procedures

1. Employee Identifies Secondary Employment Opportunity

The employee identifies an opportunity for additional employment either within UAPB or with another State of Arkansas agency or University of Arkansas System Institution. The employee must notify their primary supervisor before accepting or beginning any additional assignment.

2. Secondary Employer Completes Internal Concurrent Employment Request Form

The secondary employer completes the Concurrent Employment Request Form and submits it to their primary department supervisor.

3. Primary Supervisor Review

The employee's primary supervisor reviews the request and may:

- Approve the request and forward the request to UAPB's Department of Human Resources.
- Request additional information.
- Deny the request, and return to the secondary employer, this action prevents the employee from working in the concurrent position.

4. Human Resources Review

Human Resources reviews the request to ensure compliance with:

- State of Arkansas concurrent employment requirements.
- UAPB policies and procedures.
- FLSA and overtime regulations.
- Conflict of interest considerations.
- Compensation limitations

Human Resources coordinates with the secondary employing department or agency as needed. If concerns exist, HR may return the request for clarification or recommend denial.

5. Vice Chancellor Approval

The completed request is submitted to the Vice Chancellor/Division Head for approval. No concurrent employment may begin until all required approvals are obtained.

6. Vice Chancellor Approval

The completed request is submitted to the Vice Chancellor/Division Head for approval. No concurrent employment may begin until all required approvals are obtained.

7. Notification of Approval or Denial

Human Resources notifies:

- The employee.
- The primary supervisor.
- The second employing department or agency of the final decision.

Additional Guidelines

- Concurrent employment approval must be obtained before work begins.
- Employees may not use leave time from their primary position to perform secondary employment duties unless approved in accordance with institutional policy.
- Approval may be revoked if:
 - Job performance declines;
 - Operational conflicts arise; or
 - Policy violations occur.
- Failure to obtain prior approval may result in disciplinary action.