

AUTHORIZATION FOR ADDITIONAL EMPLOYMENT

Name

N _____
EE ID

Current Dept./Div./Col.

Job Title

Acct #

Pos #

Salary/Wages _____
per (indicate one): hour _____ month _____ semester __ lump sum _____

PROPOSED ADDITIONAL RESPONSIBILITIES:

Dept/Div/Col _____

Job Title _____

| Acct # | Pos # | Salary | Hours | Course(s) | Location | In-Load/ Over-Load |
|---------------|--------------|---------------|--------------|------------------|-----------------|-------------------------------|
| | | | | | | |
| | | | | | | |

To be paid in Lump Sum on: _____

As the current supervisor of the above employee, I have reviewed the above information and feel that the proposed additional employment responsibilities will not interfere with the employee's regular work assignment(s).

APPROVED:

Current Supervisor

Date

Employee

Date

FORM MUST ACCOMPANY PERSONNEL ACTION FORM

REV 01-2012

Northeastern State University has historically paid non-exempt employees who teach adjunct courses through a process whereby the employee was paid their hourly rate for their regular, non-exempt position, in combination with being paid a constant adjunct salary for their teaching duties. Recent actions by the IRS and analysis by RUSO legal council has resulted in an understanding that if the current employee's primary duty is their non-exempt position, the employee must be treated as non-exempt for their adjunct teaching assignment for NSU also. This updated understanding means the University may not pay our non-exempt employees who adjunct an "adjunct salary" without regard to FLSA overtime requirements.

The employee must be paid in a non-exempt fashion for all hours worked for the University, no matter which position is being worked at the time. It should be noted here that ALL hours that an employee is "permitted or suffered to work" must be compensated. Meaning not only class time, but all hours of preparation, grading, etc. must be accounted for. While the University may offer a different hourly rate for the teaching assignment than the employee's regular job assignment, we must require the employee to report all hours for the assignment and may not place arbitrary limits on the hours allowed to be reported.

As you can see, this creates numerous issues for the employees and the University. Time reporting for the employee must be combined to allow for proper overtime calculations, and allocations between the two job (and budget) assignments. In most cases different hourly rates would be required for the two job assignments, requiring proper application of overtime to the correct job and rate of pay. It will also not allow for a consistent total amount

of compensation per course for these employees (as related to all other adjunct positions) due to the hourly reporting and overtime calculations.

For the reasons stated above, NSU discourages the use of current non exempt employees as adjunct faculty. In cases where no other options are available, and this policy would cause serious harm to the program, request for exceptions should be made to the Provost and Vice President for Academic Affairs for consideration.