



**McCausland College  
of Arts and Sciences**  
UNIVERSITY OF SOUTH CAROLINA

**POLICY: Dual Employment Workflow and Policy/Procedure Reminders**

**DATE: August 16, 2025 (Revised)**

**I. INTERNAL WORKFLOW – HCM PEOPLESOFT**

**A. Requesting Initiator**

HR Contact in the unit requesting the dual position will initiate the action in HCM.

**B. Requesting College/Division**

College/Division of the requesting unit will approve the action second in HCM. For internal duals within the McCausland College of Arts and Sciences, two College approvals required.

**C. Home Department Chair/Director**

Chair/Director of the employee's home department will approve the action third in HCM.

**D. Home College/Division**

College/Division HR contact in the employees' home college will be the final approver, before transitioning to central HR. For internal duals within the McCausland College of Arts and Sciences, two College approvals required.

1. If a faculty member is working the dual position, the action requires Provost approval in HCM.
2. If a grant is used to fund the dual position, the action will require Grants approval in HCM.

**II. POLICY AND PROCEDURE REMINDERS**

**A. Who is eligible for dual employment?**

FTE Faculty and staff who perform services outside of their regularly scheduled work hours may be paid additional compensation if such services constitute independent,

additional job duties separate from those of the employee's primary university position.

**B. What is not considered dual employment?**

Additional work performed by faculty or staff outside of their contract in the same discipline and within their home academic unit is not considered dual employment. For additional courses, faculty may be compensated as a faculty overload. Other work may be compensated using a temporary salary adjustment if the duration is expected to be less than 12 months or special assignment pay if the duration is indefinite, pursuant to university policy HR 1.79.

**C. When is an employee not eligible to receive dual employment?**

An employee shall not receive any dual compensation from the university while in a leave with pay status which includes all designated university holidays, annual leave, sick leave, and compensatory time.

**D. Are there compensation limitations?**

The maximum compensation an employee may receive for dual employment in a fiscal year may not exceed 30% of the employee's annualized salary for that fiscal year.

**E. Does dual employment come with benefits?**

During dual employment, an employee is not eligible for additional benefits, including but not limited to annual leave, sick leave, military leave, state insurance, and holidays.

**F. Is there a difference between Exempt and Non-Exempt employees?**

If an employee's primary position is non-exempt, then their dual position is required to be non-exempt (hourly), which means they will be responsible for submitting weekly timesheets in ITAMs. Their dual position must also be compensated at a rate of 1.5 times their current hourly rate in their primary position. An employee whose primary position is exempt, can be hired into a dual position that is either exempt (salary) or non-exempt (hourly).