DUAL EMPLOYMENT AND MULTIPLE JOBS

I. General Policy

This policy applies to all Rice University staff

Dual Employment
Dual employment refers to work performed for compensation from external sources, and not paid through Rice University. The work must be performed on the individual's own time or on days covered by benefit time. Staff members who work for outside organizations doing business with Rice University are required to report any potential conflict of interest to their department chair or director with a copy of the report sent to the director of Human Resources.

Staff members may not, without prior approval of their department chair or director, use Rice University facilities, equipment, and supplies to perform services for which they are directly compensated by any other organization, client, or employer.

Multiple Jobs
- Applies to: Technical and Support Staff (Non-exempt)
  Work performed outside the employee's regular position(s) and department(s) for extra compensation paid by Rice University is regulated as follows: The individual should inform his or her supervisor in advance of assuming additional duties. If the assignment results in the employee's working more than 40 hours in any week, the hours in excess of 40 must be compensated at one-and-one-half times the rate of pay for the week in which the work is performed. The department for which the extra assignment is performed pays any hours of the regular 40 not worked in the employee's regular position(s) plus hours worked at overtime rate. The department for which the extra assignment is performed authorizes payment for these services with a staff time sheet or request for overtime pay.

- Applies to: Professional, Executive, and Administrative Staff
  Full-time professional executive, and administrative staff (exempt) normally are not eligible for additional compensation from Rice University. In rare and unusual circumstances, payment for services unrelated to one's normal job may be authorized using the personnel action form. The individual should inform his or her supervisor in advance of assuming additional duties. The work must be performed on the individual's own time or on days covered by benefit time.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

See also:
Pay Practices / Hours of Work
Faculty and Staff Activities Based Outside Rice University
Use of University Facilities

Responsible Official: Vice President for Administration
Key Office: Human Resources

Policy History
Clerical Change: January 9, 2018
Revised: 1996; October 1, 1994; August 18, 1976