



RUTGERS POLICY

Section: 60.1.24

Section Title: University-wide Human Resources Policies and Procedures

Policy Name: Primary Employment and Additional Assignments

Formerly Book: N/A

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Supporting Office: Academic Affairs

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Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**

An employee (faculty or staff) can hold only one single benefit eligible¹ job or appointment at the university at any given time. This job or appointment is identified by a specific job title and the department to which the position is assigned and has the designation of "primary".

Under certain limited circumstances an employee may hold a secondary appointment or assignment be called upon to perform work, in addition to the work of the primary job, which is outside of the scope of the job duties identified by the primary job/job title and is not covered by university overtime, classification, extra compensation, acting, or interim appointment policies. Such appointments are for a limited duration and are not benefit eligible. University Human Resources (for staff and faculty) or Academic Affairs (for faculty) determines the permissibility and compensability of this work.

2. **Reason for Policy**

This policy affirms that employees can have only one job that is in one benefit eligible job title at the university. This policy also identifies the university departments that determine whether certain work is outside the scope and in addition to the work of the primary job/title, and outlines the major parameters governing the limited circumstances that requests for additional work outside of an employee's primary job/job title will be granted.

3. **Who Should Read Policy**

All university employees.

¹ Except Part-time Lecturer appointments.

4. **Related Documents**

- Policy 60.3.14 Overtime/Comp Time for Regularly Appointed Staff
- Policy 60.3.15 Additional Compensation for Full-time Staff Members with “No Limit” (NL) Titles
- Policy 60.1.17 Retirement, Pension, Insurance, and Health Benefits
- Policy 60.3.21 Class 3 and 4 Employment
- Policy 60.4.5 Evaluation and Classification of Managerial, Professional, Supervisory, and Confidential (MPSC) Staff Positions
- Policy 60.4.7 Acting Appointment – Administrative and Managerial, Professional, Supervisory, and Confidential (MPSC) Staff
- Policy 60.4.10 Salary Adjustments - Managerial, Professional, Supervisory, and Confidential (MPSC) Personnel
- Policy Section 60.5 Faculty
- Policy 60.9.13 Mandatory Overtime
- Policy 60.9.35 Acting Appointments and Interim Appointments
- Policy 60.9.48 Overtime and Holiday Pay for Non-Exempt and Temporary Staff Employees
- Policy 60.9.56 Out-of-Title Work (non-faculty staff only)
- Academic Administrator EVPAA Appointments
- Request for Out-of-Title Work for Faculty
- Academic Appointments Manual
- Multiple Assignment Matrix
- Multiple Assignment Grid
- Collective Negotiations Agreements
- Fair Labor Standards Act

5. **Contacts**

- a. University Human Resources HCM 848-932-3020
Banner 973-972-4845
- b. Office of Academic Affairs HCM 848-932-7174
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6. **The Policy**

60.1.24 PRIMARY EMPLOYMENT AND ADDITIONAL ASSIGNMENTS

I. Definitions

- A. **Acting Pay:** Temporary compensation provided to eligible employees for performing additional, higher level responsibilities associated with an existing vacancy during an incumbent’s period of leave of absence or for an interim established to fulfill a mission critical function for a minimum of 30 business days unless otherwise stipulated by contract.
- B. **Additional Secondary Assignment Pay:** Compensation mechanism available to eligible legacy Rutgers employees within the HCM/Payroll system used to pay approved additional work that is outside the scope and distinctly different from the primary job duties. The work is typically in another department, must not interfere with current job duties or schedule, must be approved by the current supervisor and must comply with all other university policies and applicable regulatory requirements.
- C. **Extra Pay:** Compensation mechanism available to pay eligible legacy UMDNJ employees and legacy Rutgers employees monies in addition to regular bi-weekly earnings for approved acting, out-of-title or other approved extra work in specified circumstances.
- D. **Out-of-Title Pay:** Compensation paid to an employee in addition to regular bi-weekly earnings for the temporary performance of duties or the provision of special services by

an eligible employee, that is unrelated to the normal duties of his/her regular position title. Out-of-title work may be in addition to or as a substitute for an employee's normal job duties as determined by bargaining unit contracts and university policies. Pay for out-of-title work that is a substitute for an employee's regular job duties is not governed by this policy. See policies 60.4.7, 60.9.56, 60.9.35 and policy section 60.5, and related documents for pay for out-of-title work as a substitute for (not in addition to) an employee's primary job duties.

Pay for out-of-title work, when in addition to an employee's regular job duties, is governed by this ~~and~~ policy.

- E. **Overtime pay:** Compensation for hours worked by overtime eligible employees for performing overtime eligible work that is the same as primary job duties or distinctly different from primary job duties beyond forty hours in a workweek, beyond scheduled hours in a work week if less than forty as defined by policy and negotiated agreements, or beyond other scheduled workweek hours as defined by the Fair Labor Standards Act. See policies 60.3.14 and 60.9.36 and related documents for overtime pay.

II. Approval, Classification, and Compensation for Secondary Assignments

University Human Resources or Academic Affairs (faculty appointments) reviews requests for employees to be compensated in accordance with negotiated agreements and other relevant university policies. University Human Resources or Academic Affairs determines if the work is:

- A. Permissible.
- B. Within or outside the scope of the employee's current position/job title or similar to or distinctly different from the primary job duties.
- C. Does not interfere with current job duties or work schedule.
- D. Is approved by the current supervisor and hiring authority.
- E. Complies with all other university policies and applicable regulatory requirements.
- F. Classifiable/governed by a negotiated agreement.
- G. Compatible with the employee's current position/job title.
- H. Not identified as overtime work.

These determinations are to be made before the employee begins the additional assignment/work.

III. Guidelines for Secondary Work Assignments

- A. In general, secondary assignment is permissible if the work:
 - 1. Is outside of the scope of the primary assignment.
 - 2. Does not create a conflict between the primary appointment and schedule.
 - 3. Is approved by the primary appointment supervisor.
 - 4. Complies with applicable laws, granting agency regulations, university policies, and negotiated agreements.
 - 5. Results in no more than one primary job or appointment (or equivalent) at the university.

IV. Compensation for Additional Work

University Human Resources or Academic Affairs determines the method of payment for approved additional work. Possible methods of payment include:

- A. Extra pay.
- B. Out-of-title.
- C. Acting pay.
- D. Additional secondary assignment pay.