



NO. 2013 DUAL EMPLOYMENT

1.0 Oklahoma City Community College ("OCCC") permits employees whose Primary Appointment is in an Exempt Position to engage in Dual Employment only as described below. OCCC does not permit Dual Employment of employees whose Primary Appointment is in a Non-Exempt Position.

2.0 DEFINITIONS:

2.1 Dual Employment: "Dual Employment" means simultaneously holding more than one position or appointment for income at OCCC.

2.2 Primary Appointment:

2.2.1 For Full-Time Employees, the "Primary Appointment" is the appointment or position to which the employee is assigned Full-Time.

2.2.2 For Part-Time Employees, the "Primary Appointment" is the appointment or position which is the employee's main association with OCCC. The Primary Appointment is often, although is not always, the position in which the employee works the most hours per week.

2.3 Secondary Appointment: A "Secondary Appointment" is any appointment or position for income at OCCC sought or held in addition to the Primary Appointment.

2.4 CHE: "CHE" means Credit Hour Equivalent as described in Administrative Procedure No. 4009.

3.0 DUAL EMPLOYMENT – ADJUNCT TEACHING APPOINTMENTS:

3.1 Non-Exempt Employees, whether Full-Time or Part-Time, are not eligible for adjunct teaching appointments.

3.2 Full-Time and Part-Time Exempt Employees, whether Regular or Temporary, whose Primary Appointment is a non-faculty appointment are eligible for adjunct appointments only as follows:

3.2.1 Employees must not perform any teaching or teaching-related activities, including but not limited to class preparation, office hours and grading, during the working hours for the Primary Appointment.

- 3.2.2 Full-Time, Part-Time and Temporary Exempt Employees whose Primary Appointment is in a faculty position are eligible for overload (adjunct) appointments only as described in Policies No. 4007 and 4009.
- 3.2.3 Employees will be paid for adjunct teaching Secondary Appointments at the current adjunct rate. Employees will be paid for other non-teaching faculty-related functions at the rate agreed upon between the employee and OCCC.
- 3.2.4 Part-Time Employees are limited to a total of 29 hours of service (any type) per week.

4.0 DUAL EMPLOYMENT POLICY – OTHER SECONDARY APPOINTMENTS:

- 4.1 Non-Exempt Employees, whether Full-Time or Part-Time, are not eligible for any Secondary Appointment, whether hourly or salaried.
- 4.2 Employees must not perform any activities related to a Secondary Appointment during the working hours for the Primary Appointment.

5.0 SECONDARY APPOINTMENT PROCESS:

- 5.1 Employees seeking a Secondary Appointment in an adjunct teaching appointment must adhere to the established application process for adjunct teaching appointments.

- 6.0 An employee may be denied a Secondary Appointment if the Secondary Appointment interferes with the performance of the duties of the Employee's Primary Appointment, creates a conflict of interest, or creates a perceived conflict of interest with the Primary Appointment.

Effective: July 1, 2007

Revised: August 11, 2021