



Name of Policy	Secondary Assignments Policy
Description of Policy	It is the policy of Alcorn State University to permit employees to accept a secondary assignment within this university under defined and approved circumstances and in accordance with the guidelines set forth in this policy.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organizational unit, etc.</i>)
	<input checked="" type="checkbox"/> Faculty and Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
Policy status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy

Approval authority	Senior Vice President, Finance, Administrative Services, and Operations/CFO
Governing authority	Office of Human Resources Management
Responsible officer	Assistant Vice President, Human Resources Management

Approval date	May 1, 2024
Effective date	May 1, 2024
Approval date of last revision	N/A
Effective date of last revision	N/A
Date of policy review*	N/A

Related legislation, policies, procedures, guidelines and local protocols	Fair Labor Standards Act of 1966
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Purpose

To state Alcorn State University's policy related to secondary assignments and to establish procedures for the approval of secondary assignments, consistent with this policy.

Scope/Application

This policy applies to administration, faculty, and staff.

Policy Statement and Principles

General:

A secondary assignment provides the means for employees hired by another university college, school, division, department, etc. to be compensated for the secondary work performed.

Employees may hold secondary assignments with the university on an academic semester, seasonal, sporadic, project, or temporary basis. However, an Alcorn State University (ASU) employee's first responsibility is to his/her primary assignment. To ensure that employees allocate their time properly between their primary assignments and any secondary assignment(s), and also for ASU to appropriately and accurately compensate employees for all time worked, employees must request permission of their primary assignment supervisor prior to accepting secondary assignments.

Colleges, schools, divisions, departments, etc. may hire regular exempt employees to fill critical employment needs if policy guidelines are met and the total hours of the secondary assignment do not exceed 20% of the exempt employees' total hours for a workweek.

In instances where non-exempt employees in secondary assignments are placed in overtime status due to secondary hours worked, the secondary assignment school, college, division, department, etc. is responsible for all overtime costs.

The secondary assignment college, school, division, department, etc., is responsible for consulting with the Office of University Compliance/Purchasing Agent to confirm that the employee is not being paid as an independent contractor/consultant.

A secondary assignment is valid only after the Secondary Assignment Request/Approval Form has been completed and approved.

Guidelines:

Guidelines for handling and processing compensation for secondary assignments are listed below:

- These guidelines apply to all full- and part-time employees, exempt, and non-exempt, administration, faculty, and staff.
- An employee's primary assignment is his/her benefits-eligible and/or greater FTE assignment, and a secondary assignment is any job or assignment an employee holds outside this primary assignment.
- Any additional assignment held with any ASU college, school, division, department, etc., but paid through ASU payroll is a secondary assignment.
- Compensation for any secondary assignment is on a strictly monetary basis. Compensatory time off may not be offered or accepted for work performed in a secondary assignment.
- Less than 12-month employees who are scheduled to work in their same assignment in their off-contract months are not to be placed into secondary assignments; their primary assignment should be altered or extended to encompass the additional work.
- Employees must notify the supervisors (primary assignment), in writing [see Secondary Assignment Request/Approval Form] and receive approval to accept a supplemental role before they work in a secondary assignment.
- The work required of an employee by a secondary or supplemental assignment should not take precedence over that of his/her primary assignment.
- Supervisors may deny employee requests to accept secondary assignments if the assignment would cause a financial or operational burden on the primary employing unit (such as overtime), or if the time schedule required of the secondary assignment conflicts with or may conflict with that of the primary assignment.
- A part-time regular position (that is, an ongoing position of less than .54 FTE for a 12-month assignment) is a regular assignment; it is therefore, not to be considered a secondary assignment. An employee is not permitted to hold more than one part-time regular assignment, even if the FTE combination of the two assignments would be less than 1.0 for a 12-month period.
- Employees exempt in their primary assignment with ASU (that is, in their benefits-eligible position or higher FTE position) may hold a secondary assignment, with supervisory/managerial approval. If the secondary assignment is a non-exempt job, an hourly rate should be established for the secondary assignment. The employee will not be paid overtime for the secondary assignment unless he/she exceeds 40 hours per workweek in the secondary assignment, and then only on the total hours worked in the second assignment. Hours worked in the primary exempt assignment are not added into any calculation for overtime. Any overtime will be paid based on the rate for the secondary assignment.
- If overtime occurs in the primary assignment as a result of hours in a workweek because of the assignment, it will be the responsibility of the employee's primary assignment college, school, division, department, etc. to recover overtime money from the secondary assignment college, school, division, department, etc.
- Seasonal, occasional, or sporadic employment exception: Employees non-exempt in their primary assignments may, per the Fair Labor Standards Act (FLSA) be exempt from time-and-one-half compensation in their secondary assignment if the work performed in the secondary assignment is of a seasonal nature or on a sporadic, occasional, or infrequent basis. Such secondary assignments may include, but are not limited to, camp workers, athletic game workers, and others.

Review

As indicated, but not less than every four (4) years.

Glossary of Terms/Definitions

1. Primary Assignment means the regular duties and responsibilities assigned to the employee's Position Identification Number (PIN) as more particularly set forth in the employee's job description or as determined by the Office of Human Resources Management.
2. Secondary Assignment means the performance of duties and responsibilities that are not assigned to the PIN.
3. Primary Employment College, School, Division, department, etc. is the unit to which the employee performs primary employment duties.
4. Secondary Employment College, School, Division, Department, etc. means the unit for which secondary employment services will be performed.
5. Regular Exempt Employees are employees in a PIN who, based on duties performed and manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) wage and overtime provisions. Regular Exempt employees are salaried and are required to fulfill their assigned duties regardless of hours worked.
6. Regular Non-exempt Employees are employees in a PIN who, based on duties performed and manner of compensation, are subject to all FLSA wage and overtime provisions Non-exempt employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated as required by the FLSA for qualified overtime hours.

REVIEWED BY:

/s/ _____ Wanda C. Fleming, Ph.D. _____ May 1, 2024
Assistant Vice President _____
Human Resources Management _____
Date

/s/ _____ Adell Brown, Ph.D. _____ May 1, 2024
Interim Vice President for Finance, _____
Administrative Services and Operations/CFO _____
Date

/s/ _____ Alfred L. Galtney, J.D. _____ May 1, 2024
Chief Compliance Officer _____
Date

APPROVED:

/s/ _____ Tracy M. Cook, Ed.D. _____ May 1, 2024
President/IEO _____
Date