Policy 4.46
Multiple Concurrent Jobs

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision Date: July 31, 2018

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Overview
n/a

Applicability
n/a

Policy Details

Generally, employees who work in a regular, full-time job may not hold a second regular assignment.
An employee may work in two regular, part-time, non-exempt jobs or two regular, part-time exempt jobs but may not be regularly scheduled to work more than a total of 40 hours per week in both jobs combined. If a non-exempt employee works more than 40 hours in a workweek, it is the responsibility of the department(s) in which the employee works to ensure any overtime hours are accurately recorded and submitted to Payroll. Due to FLSA...
considerations, an employee can work in two non-exempt positions within Emory University only; a second non-exempt position cannot be held at Emory Healthcare.

Requests for an employee to work simultaneously in a regular, full-time job and a temporary, part-time job should be submitted to Compensation for review, and will be evaluated on a case by case basis.

In general, an employee may not hold an exempt job and a non-exempt job simultaneously.

Departments should direct all questions related to the Fair Labor Standards Act and wage and hour regulations to Compensation for resolution before taking any action concerning a specific situation.

Definitions

n/a

Related Links

- Current Version of This Policy: http://policies.emory.edu/4.46

Contact Information

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
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<tr>
<td>Clarification of Policy</td>
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Revision History

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Multiple Concurrent Jobs

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