


Name of Policy: <u>Hourly employment in multiple capacities.</u>		 <p>Review Date: December 16, 2019</p> <p>Original effective Date: August 1, 2007</p>	
Policy Number: 3364-25-02			
Approving Officer: President			
Responsible Agent(s): Associate Vice President and Chief Human Resources Officer			
Scope: All University of Toledo Campuses, including the UTMC and All Ambulatory Services Clinics			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo, including the University of Toledo Medical Center (UTMC) and ambulatory services clinics, promotes the balance of quality of life with employment responsibilities with the University for all faculty and staff. University staff and faculty are expected to devote their work activities primarily to the functions of the University. The University remains committed to maintaining career opportunities for University employees, while balancing the needs of productivity, primary employment assignment and economics.

(B) Purpose of policy

Establish a guideline and standards for hourly employees working in multiple capacities for the University.

(C) Policy guidelines

While dual employment appointments may occur, it is the policy of the University that except in certain circumstances, employees should not be employed in multiple jobs that are budgeted for more than a total of forty (40) hours a week. University management, as the employer representative, reserves the right to

decline the awarding or offering of multiple University jobs, particularly in such instances where such employment will potentially result in regular or periodic overtime. For example, an employee working in an over-time eligible thirty (30) hours a week (.75 FTE) position may or may not be considered by management for a second position of ten (10) hours a week (.25 FTE) or higher if management determines that potential overtime work hours may become an issue. Hourly staff employed in a position or positions totaling forty (40) hours a week (1.0 FTE) may not be considered by management for additional jobs within the University, except where exempted in this policy.

Exemptions - the following categories of University employment may be exempt from this policy, subject to management discretion and/or budgetary constraints on a case by case basis:

- (1) Sponsored events – University employees may assist by working at special events on campus such as athletic events, concerts, rocket launch functions, etc. The work must be separate and unrelated to the employee's regular job, but in such cases they may serve and be paid at an agreed upon hourly rate of pay.
- (2) Internal agency – an internal appointment which serves at the discretion of the appointing authority and where the employee works irregular hours or days on an as-needed basis. Internal agency staff are needed to fill scheduling voids that may affect the quality of patient care or services. Internal agency positions are only available to licensed and/or qualified staff currently on the University of Toledo payroll.
- (3) Contingent/per-diem positions – contingent positions are maintained on a per-diem basis. Per diem positions are necessary to comply with safety and regulatory compliance in respect to staffing levels in clinical setting.
- (4) Emergency seasonal – employment where the service occurs for a specific period during a particular time of the year (i.e., snow removal, flooding, etc.).
- (5) Other – management may determine, that in some non-precedent setting circumstances, multiple employment in hourly positions may be approved by management, subject to review by the human resources department.

Any questions about this policy should be directed to the appropriate human resources office.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>December 16, 2019</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer; SLT</i></p>	<p>Policies Superseded by This Policy: <i>Previous 3364-25-02, effective date April 10, 2015</i></p> <p>Initial effective date: August 1, 2007</p> <p>Review/Revision Date: September 1, 2010; July 1, 2014; April 10, 2015, October 13, 2016; March 17, 2017, December 16, 2019</p> <p>Next review date: December 16, 2022</p>
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