

Supplemental Employment Guidelines

The following guidelines and procedures relating to supplemental employment provide a framework for considering, initiating, receiving, reviewing, and making a determination regarding staff supplemental employment assignments with Morgan State University. Definitions are included on the last page.

Guidelines for Supplemental Employment

For the purposes of this document, “supplemental employment” means the performance of duties and responsibilities that are not assigned to the regular PIN performed on behalf of MSU and generally do not fall within the scope of the staff member’s regular job description. The supplemental assignment is typically contractual in nature and for a specific period of time.

- Non-exempt or Classified staff (sometimes known as hourly employees) are generally *not* permitted to accept supplemental employment assignments with the university.
 - Exceptions may be authorized in advance by the President or Executive Vice President for Finance and Administration.
- Regular exempt staff (sometimes known as professional administrative or salaried employees) may accept a supplemental employment assignment with the university, provided:
 - The supplemental employment hours and schedule do not conflict with the employee’s primary employment hours and schedule,
 - The sum of all supplemental assignments doesn’t exceed ten (10) hours per week or two (2) adjunct classes, or a combination of one (1) adjunct class and five (5) hours per week on a supplemental assignment,
 - The employee has satisfactorily completed any initial and/or extended probationary period,
 - The employee is in good standing in their primary employment role within the university. An employee subject to any one of the provisions of a progressive disciplinary process is prohibited from supplemental employment assignments,
 - Meet the minimum qualifications of the position,
 - The employee is not on a leave of absence; and,
 - As a general rule, the supplemental employment duties and responsibilities should differ from the duties and responsibilities of the employee’s regular primary position.

An overlap of duties and responsibilities between the primary employment assignment and the supplemental employment assignment may constitute a conflict of interest and/or commitment. The Office of Human Resources (OHR) shall verify that the supplemental employment does not involve duties that are among the employee’s primary employment duties.

Approval of a supplemental employment assignment is contingent upon satisfactory job performance in the primary employment position. Satisfactory job performance in the primary position may be determined by discussion with the primary supervisor or upon review of documentation regarding performance, such as past performance evaluations, written warnings, performance improvement plans, counseling statements, or any other documents detailing work-related performance.

Supplemental employment assignments are not entitled to merit or cost-of-living adjustments (COLA).

Procedures

These procedures apply to regular staff only. Faculty are not included in these procedures. The President and/or Executive Vice President for Finance and Administration or their designee is the university administrator authorized to approve or deny supplemental employment requests on behalf of the university.

1. The Supplemental Employment Department offering a temporary supplemental employment assignment should initiate an EPAF workflow in Banner.
2. If the employee receiving the contract is a regular exempt or non-exempt employee, Human Resources will reach out to both the Primary Employment Department and Supplemental Employment Department, if different, to review and make a determination regarding the supplemental employment offer. Supplemental (contractual) assignments for non-exempt employees are unlikely to be approved.
3. Upon approval by the Primary Employment Department, the Supplemental Employment Department, and the Office of Human Resources, Human Resources will approve the EPAF and move it forward through the standard EPAF approval workflow to generate the contract.
4. Upon denial by the Primary Employment Department, the Supplemental Employment Department, or the Office of Human Resources, Human Resources will deny the EPAF in the Workflow module. The Office of Human Resources will communicate the denial to the impacted employee and the Supplemental Employment Department.

Determination and Payment

While part-time regular non-exempt employees are eligible for multiple contracts that do not exceed 100% full-time equivalent (FTE) or forty (40) hours per week, no full-time non-exempt employee shall routinely and/or consistently perform duties in a supplemental employment arrangement, as this places the employee in an overtime status for all supplemental hours worked. Supplemental employment for full-time regular non-exempt personnel will be permitted only in limited or emergency situations as determined by the President and/or Executive Vice President for Finance and Administration.

All work must be tracked in hours and paid according to an hourly rate. Employees who are approved for supplemental employment shall submit timesheets for the supplemental employment assignment, except for supplemental adjunct faculty contracts. Adjunct faculty contracts are paid incrementally on specific pre-determined dates.

Generally speaking, regular full-time staff members will be limited to ten (10) hours per week commitment on a supplemental employment assignment or teaching two (2) adjunct faculty courses during any given semester or a combination of one (1) adjunct faculty assignment and a maximum of five (5) hours on a non-faculty supplemental assignment.

Supplemental employment is generally paid according to a contract. The regular and contractual payroll systems and processes are separate. Regular employees who accept supplemental employment may be required to complete and submit updated tax documents and a direct deposit form to the Central Payroll Bureau, to receive payment under the supplemental employment contract. Contact the Office of Human Resources for assistance with these documents.

Supplemental employment assignments that are contractual in nature are subject to payroll and timesheet submission deadlines. Additional information regarding timesheets and payroll deadlines can be found [here](#). Contractual hiring resources can be found on this [page](#).

Definitions

“Primary Employment” 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 (OHR).

“Supplemental Employment” means the performance of duties and responsibilities that are not assigned to the regular PIN performed on behalf of MSU and generally do not fall within the scope of the employee’s regular job description. The supplemental assignment is typically contractual in nature and for a specific period of time.

“Primary Employment Department” is the department for which the employee performs primary employment duties.

“Supplemental Employment Department” means the department for which supplemental employment services will be performed. This may or may not be the same as the Primary Employment Department.

“Regular Exempt Employees” are employees 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.

“Regular Non-exempt Employees” are employees who, based on duties performed and manner of compensation, are subject to all FLSA wage and overtime provisions. An employee appointed to a per diem position shall be treated as a non-exempt employee subject to FLSA minimum 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. Non-exempt titles are identified in the Morgan State University non-exempt job classification structure and can be found on the [Human Resources website here](#).

Additional Resources

Federal Department of Labor: <https://www.dol.gov>

Code of Maryland Regulations: https://elections.maryland.gov/laws_and_regs/regulations.html

Maryland State Ethics Commission: <https://ethics.maryland.gov/>

Maryland Department of Labor, Licensing, & Regulation: <https://www.labor.maryland.gov/>

Morgan State University – Office of Human Resources website: <https://www.morgan.edu/hr>