



Policy 4.46 Multiple Concurrent Jobs

Responsible Official: VP for Human Resources

Administering Division/Department: Compensation

Effective Date: March 30, 2007

Last Revision: June 19, 2007

Policy Sections:

- I. Policy Details
- II. Related Links
- III. Revision History

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.

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.

Related Links

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

Revision History

No previous versions of this policy were found.

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