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](http://policies.emory.edu/4.46)

**Revision History**

*No previous versions of this policy were found.*

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*