

Department of Finance and Administration Office of Personnel Management

Policy Title: **Concurrent Employment**

Policy Number: **37**

Authority: **Ark. Code Ann. §§ 6-63-307 and 19-4-1604** Revised: **July 1, 2017**

Concurrent employment is when an employee is approved to work in two legislatively authorized positions in state agencies.

An agency must submit a completed Concurrent Employment form to OPM requesting approval from the Chief Fiscal Officer of the State. Each agency director must sign and certify the following:

1. The combined salary payments from the two agencies cannot exceed the larger maximum salary of the grade; and
2. The work performed for the other state agency (secondary employer) will not interfere with the employee's proper and required job duties (primary employer).

Annual, sick and holiday leave may be accrued in a secondary employment position proportionate to the hours worked in the secondary employment position.

An employee may not be on paid sick leave with one agency and be compensated for the same hours from the other agency.

Institutions

A state employee may work for a state agency and institution, provided that a request is made by the agency or institution to the Director of the Department of Higher Education, not the Chief Fiscal Officer of the State. Generally, the combined salary payments must not exceed the larger maximum salary of the grade; however, a state employee may teach temporarily at a state supported institution of higher education and be compensated in an amount that exceeds the larger maximum annual salary. For more information about concurrent employment with an institution, see A.C.A. § 6-63-307 or contact the Department of Higher Education.

Outside Employment

An employee may be authorized to work for a non-state employer in addition to the state agency provided the employee receives approval from his or her supervisor and the outside employment is not otherwise prohibited by law.