



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Concurrent Employment

**Policy Number:** 37

**Authority:** Ark. Code Ann. §§ 6-63-307; 19-4-1604; 21-8-203 and 204

**Revised:** March 17, 2020

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Generally, state employees are prohibited from receiving a salary or other compensation from another or the same state agency unless the employee is approved to work in two positions concurrently. 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 Secretary of the Department of Transformation and Shared Services. Each Department Secretary 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.

A part-time or job-share public defender is not prohibited from receiving compensation from an appellate court for work performed in connection with an indigent client's appeal to the Supreme Court or Court of Appeals.

### **Income Disclosure**

All state employees who work concurrent employment are required to disclose each source of income greater than \$500 earned during a calendar year from sources other than their regular salary from employment rendered for any agency.

The disclosure must be made on or before January 31 of each year with the Secretary of State.

### **Institutions**

A state employee may work for a state agency and institution concurrently, provided that a request is made by the agency or institution to the Director of the Division of Higher Education. Generally, the combined salary payments must not exceed the



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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 Division 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.