

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.13:	Dual Employment Request
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: To provide a way to identify and track employees who are employed by more than one State Agency, insure that payments are not made from different sources for the same hours worked, and prevent conflicts of interest in employment.

SCOPE: All WFH Staff

PROCEDURE:

1. The Facility Director of Human Resources or designee, as the Secondary employer, initiates the Dual Employment Request form and
 - A. completes the Secondary Agency section of the PER-DE-1, Dual Employment Request Form;
 - B. describes the proposed duties completely in the space provided, including the specific hours of work;
 - C. signs the form and forwards the form to the Primary Agency;
 - D. Upon receipt of the approved form, the Facility Human Resource Office gives a copy to the CORE-CT Unit to process the transaction in CORE-CT if the employee is from another agency;
 - E. The Facility Director of Human Resources notifies the employee and the manager of the area in which the individual will work, and files one copy of the approved form in the employee's personnel file.

2. If the Hospital is the Primary employer, the Facility Director of Human Resources or designee:
 - A. completes the Primary Agency section of the PER-DE-1 Dual Employment Request Form;
 - B. describes the current duties completely in the space provided and indicates the specific hours of work;
 - C. reviews the schedules to insure there is no conflict;
 - D. if there is no apparent conflict with the candidate's primary job, recommends approval, places a copy in the employee's personnel file;
 - E. if there is an apparent conflict, the Facility Director of Human Resources recommends denial of the request and forwards the form to the Secondary Employer.
3. All dual employment authorizations are for the period of one (1) year, or otherwise specified, at which time the Secondary Agency may initiate a renewal.