

UAM OPERATING PROCEDURE 355.1
RE: Concurrent Employment

May 22, 2007

Revised: October 3, 2012

UAM employees may be authorized limited concurrent employment in addition to their fulltime UAM employment (1) at another institution of higher education or state agency or (2) from the same institution for additional duties not defined as part of the employee's primary job. Conversely, employees from other institutions of higher education or state agencies may be employed by UAM and are subject to approvals as required by the UAM Personnel Action Form, the Chief Fiscal Officer of the State, and the other institution/state agency.

All state employees (classified, non-classified and faculty) are covered by the Concurrent Employment regulations. City school districts are not considered state institutions. Employees are allowed to use annual leave from their first state job while performing services for a secondary state entity. The employee is not allowed to use accrued sick leave from their first state job and be paid a salary or compensation from another state entity.

Concurrent employment requests (internal and external employees) are subject to the approval of the Chief Fiscal Officer of the State prior to commencement of the services. The employee/department must submit the required form to the Payroll/Personnel Office at least ten (10) working days before the services are to begin. Late concurrent employment requests require written justification from the department as to why the request was not submitted in a timely manner. Incomplete and late requests without justification will not be processed by the Arkansas Department of Finance and Administration Office of Personnel Management (OPM).

Services for the concurrent employment cannot begin until the form is approved by OPM. Concurrent employment requests are limited to a specific time frame and will not be approved beyond 12 months or across fiscal years. The employee is ultimately responsible to communicate to both the primary and secondary employer and to ensure that the Concurrent Employment Request form is properly submitted and approved prior to the date of hire.

Concurrent Employment services must meet the criteria as specified in Arkansas Code Annotated §19-4-1604 (2011) and §6-63-303 (2011). Penalties for non-compliance are outlined in AR Code Annotated §6-63-307 (2011).

[Concurrent Employment General Information and Instructions – OPM](#)
[Concurrent Employment Request Form](#)