



Arkansas Division of Higher Education

Concurrent Employment and Other Compensation Request

Employee's Name: _____ **Type of Request:** Concurrent: _____ **Other Compensation:** _____

INSTRUCTIONS

PRIMARY EMPLOYER

SECONDARY EMPLOYER

Employer		
Address		
Phone Number		
Contact Person		
Email Address		
Job Title		
Line Item Number		
Pay Grade		
FSLA Status	Exempt Non Exempt	Exempt Non Exempt
Salary		
Line Item Max		
Employment Dates		
Work Days		
Work Times		
Duties Performed and Explanation/Justification		

The submission of this request to the Director of the Division of Higher Education certifies that:

- (1) The additional duties performed for the secondary employer by the employee named herein will not interfere with the proper and required performance of the employee's primary duties;
- (2) All wages paid to the employee will be in compliance with applicable provisions of the Fair labor Standards Act including, but not limited to, over time provisions. The employee will take accrued leave, or work make-up time, for any secondary hours worked that are in conflict with primary hours of work; and,
- (3) The combined salary payments from the secondary and primary employers will not exceed the larger maximum annual salary of the line-item position authorized for either agency/institution from which the employee is being paid(unless the employee is secondarily employed in a teaching position pursuant to Arkansas Code Annotated 19-4-1604(b) which allows employees to teach temporarily.

Check here if ACA 19-4-1604(b) is applicable

Signature of Primary Approving Authority

Signature of Secondary Approving Authority

Arkansas Division of Higher Education

Based on the information provided ADHE recommends that this request be:

_____ Approved Denied _____
 Administrator, Division of Higher Education Date

ACTION TAKEN:

_____ Approved Denied _____
 Director, Division of Higher Education Date