



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-07.33
January 11, 2006

SUPERINTENDENT DIRECTIVE

SUBJECT: MULTIPLE EMPLOYMENT WITH THE STATE

AUTHORITY: Texas Constitution, Article XVI, Section 40; Texas Government Code, Chapter 574 and 667

APPLICABILITY: Windham School District (WSD or District)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The District reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the Superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the District and **do not** create any legally enforceable interest or limit the Superintendent's authority to terminate an employee at will.

POLICY:

The purpose of this policy is to provide procedures regarding applications for, and administration of, multiple employment with the State of Texas by employees of the Windham School District.

DEFINITIONS:

"Multiple Employment" refers to simultaneous paid employment for more than one (1) position with one (1) or more State agencies.

"Primary Employer" for all full-time and part-time District employees is WSD.

"Secondary Employer" is the other State agency to which WSD employees are applying for multiple employment.

"Superintendent" refers to the WSD Superintendent.

PROCEDURES:

I. Qualifications

- A. Multiple employment with the State is contingent upon there being no conflict between the office of, or position with, the primary employer and the secondary employer.
- B. The proposed multiple employment must be of benefit to the District and to the State.
- C. Secondary employment must not interfere with the performance of duties with WSD. The employee's work hours or cycle shall not be changed to accommodate secondary employment unless there is a clear benefit to the District.
- D. Employees shall not teach in college programs for offenders. This requirement may be waived only in special circumstances, with the written approval of the Superintendent or designee, upon receiving a formal request from the college.
- E. Employees whose responsibilities include supervision of a college program for offenders shall not be otherwise employed by the college.

II. Application Procedures

Multiple employment may not commence until it is approved by the Superintendent. Approval is valid only while the employee remains in his or her current position within the WSD or in the approved secondary position. If an employee changes positions or work schedule within WSD, or with the secondary employer, a new request and Superintendent approval shall be required. Requests shall be submitted and processed as follows.

- A. The employee shall inform WSD before accepting secondary employment with another State agency.
- B. Employees shall submit a Request for Multiple Employment (available in the Share Drive, HR, Public, Multiple Employment) to their Principal/Department Head. Whenever there are changes to information contained on the request, a new Request for Multiple Employment shall be submitted. The form must have all original signatures as it routes through the approval process (no faxed copies shall be accepted).
- C. Principals/Department Heads shall indicate their recommendation and forward the request to the WSD Regional Administrator for recommendation. The region shall forward their recommendation to the WSD Human Resources Director.
- D. The WSD Human Resources Director shall forward the final recommended request to the Superintendent for final approval.

III. Administration

- A. Upon Superintendent approval of multiple employment, the WSD Human Resources Department shall ensure that the following is accomplished.
1. There is an official record of recommended approval on file.
 2. Time worked in the multiple employment position is not used as additional credit for purposes of longevity or leave accrual for the primary position.
 3. The total State contribution toward the employee's group insurance is limited to no more than the amount specified for full-time active employees.
- B. Disapproved requests shall be returned to the employee with a copy maintained on file.

Debbie Roberts, Superintendent
Windham School District