

REQUEST FOR DUAL EMPLOYMENT (IN EXCESS OF 100%)

UNIVERSITY OF CALIFORNIA, SANTA BARBARA, HUMAN RESOURCES

Date: _____
To: Melinda Crawford
Employment Manager, Human Resources
From: Requesting Dept/Unit Head Name: _____
Title: _____
Department: _____
Extension and Email: _____

Employee's Name: _____

Reason for Request: (i.e., teaching a University Extension course, or if it is impractical to employ another person because...)

Brief Description of Duties of Dual Appointment. For Staff positions, please attach a signed job description to this form.

Primary Appointment Information:

- ◆ Primary Appointment Title/Title Code: _____
- ◆ Home Department Name: _____
- ◆ Primary Appointment percentage: _____
- ◆ Salary: _____
- ◆ Exemption Status of Position: Exempt _____ Non-Exempt _____
- ◆ Does this action involve a voluntary reduction in time? Yes _____ No _____

Dual Appointment Information:

- ◆ Duration of Dual Employment: From _____ to _____
- ◆ Requesting Department Name: _____
- ◆ Dual Appointment Title/Title Code: _____
- ◆ Percentage of Time: _____
- ◆ Monthly Salary/Hourly Wage Requested: _____
- ◆ Exemption Status of Position: Exempt _____ Non-Exempt _____

Employee Signature: _____ Date: _____

The above mentioned employee does not anticipate that this additional employment will be detrimental to his/her health or adversely affect performance in either position. Both departments are aware of the circumstances and agree to this temporary arrangement.

Approval Signature and Date

Head, Requesting Department: _____ Date: _____

Head, Home Department: _____ Date: _____

Assoc. Vice Chan., Academic Personnel _____ Date: _____
(required if academic appointment involved)

Employment Manager, Human Resources: _____ Date: _____

Distribution by Human Resources:

Original – Payroll, unless an academic appointment is involved. If the latter, Academic Personnel receives the original and Payroll a copy.
Copies – Employee's Home Department, Department Requesting Dual Employment, and Human Resources.