CLEAR

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

Revised 8/2019