State employees who receive compensation from (1) two different state agencies/institutions or (2) from the same institution/agency for additional duties not defined as part of the employee's primary job must complete a Concurrent Employment Form. All state employees are covered by the Concurrent Employment regulations. City School Districts are **NOT** considered State institutions. Please note, per Administrator of the Office of Personnel Management Kay Terry, "No employee concurrently employed may receive two state pay checks for the same hours of work. **Therefore, employees are not allowed to use annual leave from their first state job while they are drawing a paycheck from the second state job.** The employee would be allowed to draw a second paycheck if the work occurred outside the employee's regular scheduled hours of work from the first job."

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 Department of Human Resources 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 Office of Personnel Management.

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.**

Extra Comp EPAFs should not be submitted until the Concurrent Employment Request has been approved by OPM. Recently revised instructions regarding Extra Comp EPAFs can be found at http://ualr.edu/support/epaf/uploads/2012/01/Extra%20Compensation%20Instructions%20Rev%20010512%20mc%20%282%29.pdf.

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 – OPM
Concurrent Employment Request Form Instructions
Concurrent Employment Request Form