

CONTRACTS 1.0

Dual Services Agreements -- 1.18

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Signature:



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POLICY

An employee may perform services for a state agency other than the one by which he is employed under the following conditions:

1. Services are performed at the time when the employee is not on duty in his or her regular position.
2. Compensation does not exceed the procuring agency's rate of payment.
3. Compensation in excess of the procuring agency's rate of payment requires prior approval from the Department of Finance and Administration.
4. A conflict of interest does not exist.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

Insure accountability of employee time and compensation.

PROCEDURE

An employee requesting permission to perform services for another state agency

must first notify the Regional Director or Section Chief. The employee must then complete a **Memorandum of Agreement for Employee Services**. The employee's Regional Director or Section Chief is responsible for writing a memorandum confirming that the four (4) conditions outlined in the policy are being met. This memorandum must be attached to the original and three (3) copies of the Memorandum of Agreement and sent to the Fiscal Services Section of the Bureau of Health Services. If approved, the necessary forms will be forwarded to the Office of Budget and Finance-Contract Office of the Department of Health.

NECESSARY FORMS

Memorandum of Agreement for Employee Services

REFERENCE DOCUMENTS

Rules of the Department of Finance and Administration, Chapter 0620-3-2

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615) 741-7305