

New York University

UNIVERSITY POLICIES

Title: Dual Employment Policy – New York, District of Columbia, & California
Effective Date: January 18, 2019
Supersedes: December 11, 2018
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses dual employment/appointment at New York University-New York, Washington, D.C., and California (collectively, “NYU” or “the University”).

To Whom the Policy Applies

This Policy applies to prospective and current employees of the University.

Policy and Procedures

“Dual employment” or “dual appointment” refers to an NYU employee holding more than one appointment, concurrently, with the University.

Regarding NYU-NY, an employee covered under a collective bargaining agreement between the University and Local 1, 30, 153, 3882, or 810 may not simultaneously hold a dual appointment as an Administrator/Professional, Professional Research Staff, or Faculty.

All other variations of dual employment/dual appointment are subject to the University’s conflict of interest and commitment policies, and, at a minimum, require that the Human Resources Officer/Business Partner (“HRO”) for the employee’s primary appointment provide approval* to the HRO for the employee’s dual appointment.

**Note:* A school or unit must seek and obtain approval directly from University Human Resources to offer a dual appointment to an HRO or Finance Officer (“FO”) within their school or unit. HROs or FOs may not be involved in the approval process of their own dual appointment.