

# Multiple Assignment Matrix

Subject to University policies, applicable negotiated agreements and guidelines, internal equity considerations, and appropriate review and prior authorization from the primary department or Chancellor unit, secondary assignments may be permissible, as indicated below.

Employee Class Compatibility for Multiple Job Assignments and the Assignment of Benefits	Description
Class 1 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Regular faculty or exempt employee who also holds a secondary coadjutant teaching assignment</li> <li>• Regular faculty employee who receives faculty summer research salary</li> <li>• Post-Doctoral Associate who also holds a secondary coadjutant assignment</li> <li>• Regular faculty or exempt employee who also holds a secondary Winter/Summer Session teaching assignment</li> </ul>
Class 2 prime; no secondary assignment (hourly & salary payroll)	<ul style="list-style-type: none"> <li>• Non-employee trades</li> </ul>
Class 3 prime; no secondary assignment (salary payroll)	<ul style="list-style-type: none"> <li>• Class 3, short-term temporary employees are limited to one assignment at a time and all applicable appointment provisions as defined in Policy 60.1.5 – Class 3 and Class 4 Employment</li> </ul>
Class 4 prime; no secondary assignment (hourly payroll)	<ul style="list-style-type: none"> <li>• Class 4 casual and seasonal employees are limited to one assignment at a time. Appointment length restrictions apply in accordance with Class 3 and Class 4 Employment Policy 60.1.5. Non-exempt class 4 casual employees may perform additional work for a different department besides their home department. Class 4 casual employees will receive overtime pay for hours worked over 40 hours per workweek. However, class 4 casual employees work an average of less than 20 hours per week in a quarter, including all hours worked for all departments within that quarter. Class 4 seasonal employees are not restricted in the number of hours worked and will receive overtime pay for hours worked over 40 hours per workweek.</li> <li>• Pay for work performed in other departments is processed through the home department in accordance with the guidelines listed below.</li> </ul>
Class 5 prime; Class 5 secondary (hourly payroll)	<ul style="list-style-type: none"> <li>• Student hourly employee who also holds another secondary class 5 assignment</li> </ul>
Class 6 prime; Class 5 secondary (salary & hourly payrolls)	<ul style="list-style-type: none"> <li>• Teaching/Graduate Assistant who works additional hours not associated with their TA/GA assignment by holding a secondary class 5 student worker assignment.</li> </ul>
Class 6 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Teaching/Graduate Assistant who also holds a secondary class 8 coadjutant assignment</li> </ul>
Class 6 prime; Class 9 graduate fellow or fellow secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Teaching/Graduate Assistant who also holds a secondary class 9 graduate fellow or fellow assignment</li> <li>• Class 9 post-doctoral fellows are <b><u>not</u></b> compatible with any other assignment</li> </ul>
Class 7 prime; Class 7 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Part Time Lecturer who also holds a secondary PTL assignment</li> </ul>
Class 7 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Part Time Lecturer who also holds a secondary Coadjutant Teaching assignment</li> </ul>
Class 7 prime; Class 9 graduate fellow or fellow secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Part Time Lecturer who also holds a secondary fellowship assignment</li> <li>• Class 9 post-doctoral fellows are <b><u>not</u></b> compatible with any other assignment</li> </ul>
Class 8 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Coadjutant who also holds a secondary coadjutant assignment</li> </ul>
Class 9 graduate fellow or fellow prime; Class 5 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Fellow who also holds a secondary class 5 student hourly assignment</li> <li>• Class 9 post-doctoral fellows are <b><u>not</u></b> compatible with any other assignment</li> </ul>
Class 9 graduate fellow or fellow prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> <li>• Fellow who also holds a secondary coadjutant assignment</li> <li>• Class 9 post-doctoral fellows are <b><u>not</u></b> compatible with any other assignment</li> </ul>
Class 9 post-doctoral fellow; no secondary assignment (salary payroll)	<ul style="list-style-type: none"> <li>• Class 9 post-doctoral fellows are <b><u>not</u></b> compatible with any other assignment</li> </ul>

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**Guidelines**

- 1) The assignment that carries benefits on any given date must be the primary assignment.
- 2) The primary assignment department owns the employee record and must grant advance approval for all additional secondary assignments.
- 3) Where a secondary assignment is permissible and approved by the primary department, the secondary assignment must be outside of the scope of the employee's primary job responsibilities and must not conflict with their primary work hours or job assignment.
- 4) Multiple assignments require the approval of the supervisor from the primary department/unit and the hiring department/unit to ensure transparency and equity across university departments.
- 5) Regular salaried non-exempt staff should receive appropriate overtime pay for hours worked in excess of their standard work week in accordance with university policy, contractual agreements, and federal/state law.
- 6) Extra hours for class 4 non-exempt employees must be entered by the primary department through the time entry system and must conform to university policy.
- 7) Graduate students paid a salary to render services to the university, primarily in teaching, should be appointed as Teaching Assistants (TAs). Graduate students paid a salary to render services to the university, primarily in research, regardless of the funding source, should be appointed as Graduate Assistants (GAs).