

**Central Connecticut State University**  
**Human Resources**

**DUAL EMPLOYMENT**

A State of Connecticut Dual Employment form (CT-HR-25) must be executed under the following conditions:

1. A Dual Employment form must be executed whenever someone is employed by more than one State agency. For purposes of this regulation, Central Connecticut State University (CCSU) is considered a separate State agency from all other institutions of higher education, including other universities within the Connecticut State University system (Central, Eastern, Southern and Western Connecticut State Universities). “Employed” for dual employment purposes means being put on the payroll, paid an honorarium, etc.

Please also be aware, pursuant to the CSUS-AAUP collective bargaining agreement, a part-time teaching member may teach no more than two (2) courses for a total of eight (8) or fewer load credits within the CSU System during a semester. This cap applies to teaching assignments at CCSU and within the CSU System (Central, Eastern, Southern and Western Connecticut State Universities) during any one semester.

2. A Dual Employment form must also be executed whenever an employee holds multiple job assignments within the same State agency. When a non-lecturer CCSU employee is also hired as a lecturer, he/she must complete a Dual Employment form.
3. A Dual Employment form must be executed whenever any employee of CCSU or another State agency is also paid an honorarium.

Dual Employment forms (CT-HR-25) are available online at:  
<http://www.ccsu.edu/hr/parttimefaculty/dualEmployment.html>

Per Department of Administrative Services General Letter No. 204, Dual Employment requests will not be approved for State employees currently holding a non-exempt (overtime eligible) position in their primary or secondary job. Only in extraordinary situations will dual employment requests that lead to overtime be approved, and these requests will require DAS approval prior to the start of the employee working in a dual employment capacity.

**NOTE:** Human Resources Associate Director, Ellen Mantel is CCSU’s designee authorized to sign off on dual employment forms. Contact Ellen Mantel at 860-832-1760 ([mantele@ccsu.edu](mailto:mantele@ccsu.edu)) with any questions you may have concerning dual employment or Dual Employment forms.

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