



Double Employment

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1. PURPOSE

- 1.1 In order to ensure compliance with the Organisation of Working Time Act 1997, the Institute has a requirement to evaluate cases where Institute employees may be simultaneously in employment outside the Institute.

2. DEFINITION

2.1 External Activity

For all employees, there is a clause in each Contract of Employment regarding External Activity stating:

“Any external activity engaged in by the appointee must not be such as to interfere with the fulfilling of the appointee’s duties and responsibilities to the Institute”.

3. APPROVAL MECHANISM

- 3.1 All Whole-time and Part-time employees (with the exception of Hourly-Paid employees) are required to seek permission from the President prior to taking up employment outside the Institute as follows:

“Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of the Institute and must have prior written approval of the President of the Institute. Approval may be given where this activity is deemed by the Institute not to interfere with the fulfilling of the appointee’s duties and responsibilities to the Institute and/or where the activity is deemed not to interfere with the interests of the Institute. Any approval/refusal will be subject to ongoing review by the Institute.”

- 3.2 The employee will write to the President’s Office stating their position within the Institute and giving detail of nature and time involved in the external employment. The President’s office will contact the Human Resources department with approval or non-approval of the external employment. Human Resources will then inform the employee.
- 3.3 In the event that an employee is working outside the Institute, there is a requirement to complete a double-employment form to ensure that the Institute is compliant with the Organisation of Working Time Act 1997. For new entrants, the form will be issued by the Human Resources Department on appointment. For existing employees, the form will be available on the Human Resources website and should be completed and returned to the Human Resources. Each employee bears responsibility to complete the double employment form accurately and return it to Human Resources prior to commencing double employment.

4. ACADEMIC POSTS

- 4.1 Academic posts in the Institute (unless part-time) are considered to be wholtime positions with a wholtime salary whereby the staff member is contractually bound to be available for the entire academic year.
- 4.2 For Pro-Rata staff, the contractual duties over and above the teaching hours should be outlined to the Pro-Rata Assistant Lecturer at the beginning of each year/semester. Pro-Rata staff should perform the same range of duties as comparable wholtime staff, but on a pro-rata basis.
(Note: This does not apply to Hourly-Paid staff).

5. PROFESSIONAL, MANAGEMENT & SUPPORT STAFF POSTS

- 5.1 Professional, management and support staff in the Institute are normally contracted for a specified number of hours per week and must cover their full contractual duties.

6. PENSION ARRANGEMENTS

6.1 It is important for pension purposes that any employee who is making pension contributions to the public sector superannuation scheme notifies the Institute's pension section in the event that he/she is participating in two or more pension schemes.

7. SICK PAY

7.1 Where a staff member is claiming illness benefit or maternity benefit on the basis of their employment in the Institute, the staff member must ensure that the applicable social welfare payment is reimbursed to the Institute.

8. QUERIES

Contact: Resourcing & Benefits, Human Resources

E-Mail: hr@dit.ie



DOUBLE EMPLOYMENT FORM

**Prohibition on Exceeding Statutory Maximum Working Hours,
under Section 33 of the Organisation of Working Time Act, 1997**

Under Section 33 of the Organisation of Working Time Act, 1997, employers are prohibited from employing employees to work in a period during which the employee has worked for another employer(s), where the aggregate of the periods worked exceeds that permitted by the legislation. The maximum working week provided for under the Organisation of Working Time Act 1997 is 48 hours. To do so will be an offence under the Act and may render both the employer and the employee liable to prosecution.

To ensure that both the employer and the employee are in compliance with the legal requirements, it is necessary for all employees to provide the Institute with details of any other employment(s) that the employee is engaged in. Employees who are self-employed are not covered by this provision. Also excluded are employees who are working for a relative and are a member of that relative’s household and whose place of employment is a private dwelling house or farm in or on which he/she and the relative reside.

Please note that should a situation arise where the combined hours worked for the Institute and the other employment(s) place the company (and the employee) in breach of the legislation then the employee concerned must change/reduce the hours worked in the other employment(s) in order to prevent such a breach occurring.

In order to ensure that the Institute is not in breach of this Act, the following Information is required from all employees:-

Employee’s Name:- _____
Address:- _____

Details of employment outside *the company*:-

Do you work for any other employer? Yes No

If yes, please complete the following details:-

Time Mon Tues Wed Thurs Fri Sat Sun

Starting:

Finishing:

Do these hours vary from week to week? Yes No

If yes, please give details:-

More than one other employer:-

If you are employed by more than one other employer (besides the Institute) please repeat the above information for each such employer on a separate sheet.

Please note

You must notify the Institute if there is any change to the details as outlined above

Signed _____ Date _____
Employee

Signed _____ Date _____
on behalf of the Institute