	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	<i>Policy Number</i>	HR104	
		<i>Effective Date</i>	04/01/2011	
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			<i>Supersedes</i>	March 1, 2010

I. STATEMENT OF PURPOSE

It is understood that while part of the system, each entity in the Johns Hopkins Health System is a separate employer, with its own human resources department, staff, policies, separate executive staff and Boards, as well as separate benefits programs and compensation policies and procedures. The purpose of this policy is to outline the policies and procedures to be used by The Johns Hopkins Hospital and/or the Johns Hopkins Health System Corporation (JHH/JHHSC), regarding the employment of any regular full-time or part-time employees who are employed by affiliates of the systems, to ensure that JHH/JHHSC status as separate employees are not compromised, avoid potential confusion and to insure compliance with applicable laws.

II. SCOPE

This policy applies to all full-time and part-time, including float pool employees, who engage themselves in an employment relationship with employers within the Johns Hopkins Health System during any given workweek.

III. DEFINITIONS

1. The Johns Hopkins Health System (JHHS)

The following organizations are affiliates of The Johns Hopkins Health System:

- The Johns Hopkins Health System Corporation (JHHSC)
- The Johns Hopkins Hospital (JHH)
- Johns Hopkins Bayview Medical Center (JHBMC)
- Johns Hopkins HomeCare Group (JHHCG)
- Howard County General Hospital (HCGH)
- Johns Hopkins Medical Management Corporation (Intrastaff).
- Suburban Hospital and Health System (Effective 7/1/09)
- Sibley Memorial Hospital

2. Dual Employment


An arrangement whereby an employee is employed and compensated, by two different employers within JHHS in the same workweek.

Example: If an individual occupies a part-time position as a systems analyst for The Johns Hopkins Hospital, and concurrently teaches computer programming on a part-time basis for Johns Hopkins Bayview Medical Center, a dual employment relationship would exist within the meaning of this policy.

3. Primary Employer

The employer within JHHS for whom an employee is scheduled or budgeted to work the greater number of hours. In situations where the employee works the same number of hours at each entity, the seniority date will determine the primary employer.

4. Secondary Employer

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The employer within JHHS for whom an employee is scheduled to work the least amount of hours.

5. Dual Employment Request and Approval Form (**Addendum 1**)

A form that must be completed by an employee who wishes to engage in multiple employment opportunities within the Health System, which is submitted to the primary and secondary employer for approval.

6. Conflict of Interest

A conflict of interest arises when an employee is in a position to use an employee's contacts or position in the organization to advance his or her private business or financial interests, or the private business or financial interest of family members, regardless of the financial impact on JHHSC/JHH.

7. Conflict of Commitment

A conflict of commitment arises when an employee undertakes external commitments which burden or interfere with the employee's primary obligations and commitments to JHH/JHHSC employer. Additionally, a conflict of commitment arises when an employee undertakes a commitment to be dually employed in both a non-bargaining unit position and a position which is represented by the bargaining unit. For this reason, a represented employee may work concurrently in a represented job only and a non-represented employee may work concurrently in a non-bargaining unit job only.

IV. ADMINISTRATION OF DUAL EMPLOYMENT

1. All dual employment arrangements involving the above listed employers must be approved by each affected employer prior to the acceptance by an employee of an offer of employment in a secondary job.
2. All employees are eligible to enter into dual employment arrangements with employers within The Johns Hopkins Health System, provided certain requirements are met which are set forth below, and both employers approve of the arrangement.
3. Management should be aware of the following before making an offer of employment to an individual already employed by another Johns Hopkins Health System employer:
 - a. Employees have the responsibility of informing JHH/JHHSC of their intent to accept any additional employment within the Health System.
 - b. When a decision is made to employ an employee of a JHHS affiliate, JHH/JHHSC will notify the affiliate employer of the employment to avoid potential conflicts of interest and commitment and to enable an assessment of any obligations under its policies or otherwise.
 - d. Employees of a JHHS affiliate will be required to comply with and satisfy all application and pre-employment requirements and will be required to comply with all policies and procedures of both hiring entities.
 - e. Completely separate leave records must be maintained by each employer regarding any employee dually employed within the meaning of this policy. Dually



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employed employees will accumulate leave in accordance with the leave policy of each employer based upon the number of hours worked for each employer. (i.e., hours worked for the primary and secondary employer will not be aggregated to determine leave accrual).

- f. For purposes of this policy, all hours that a non-exempt employee works for a JHHS affiliate will be combined to determine how many total hours have been worked in a week. If the aggregate number of hours worked by a dually employed employee exceeds forty hours (40) in a workweek, the employee will be paid at a rate equal to 1.5 times his/her regular rate for all such hours, and in accordance with any applicable Hospital or department pay practices or policies. (It should be noted that shift and weekend differentials and/or a different pay rate at the primary employer will increase the average pay rate and therefore will increase the rate of overtime pay for a dually employed person.)
- g. If an exempt employee performs non-exempt duties in a dual employment arrangement, that employment arrangement could affect the employee's exempt status. Therefore, exempt employees will normally receive approval to perform no more than 50% of their total time worked in a non-exempt status.
- h. Employees who are in a dual employment arrangement are responsible for submitting a completed Dual Employment Attendance Record (**Addendum 2**) to each supervisor that will be sent by each supervisor to the Payroll Department. Where payroll periods differ between two or more employers, dually employed employees may receive overtime compensation over two consecutive payroll periods.
- i. Both the primary and secondary employers are responsible for personnel administration, including maintenance of records such as leave accrual, leaves of absence, and dual employment applications for dually employed individuals.
- i. When an employee, in a single work week, works in two or more different types of job classifications, for which different straight-time rates of pay (not less than the minimum wage) have been established, the regular rate for that week will be considered to be the weighted average of such rates. That is, the earnings for all such rates are added together and this total is then divided by the total number of hours worked at all jobs.

V. BENEFITS

- 1. Dually employed employees within the meaning of this policy will receive benefits in accordance with the benefit plans of each employer notwithstanding the employee's entitlement to benefits under any plan of the other employer.
- 2. Dually employed employees within the meaning of this policy will accrue creditable hours for purposes of pension benefits in the JHHS plan based on the total number of hours worked for JHH/JHHSC in a plan year.
- 3. For specific benefit questions, please contact the Benefits Office at 410-955-6208.

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VI. DUAL EMPLOYMENT PAYROLL REQUIREMENT

1. Dual Employment overtime as described in this policy must be paid with the first paycheck received after the overtime (as described in this policy) is earned.
 - a. The timekeeper must submit daily time, each week, with appropriate earnings codes for dual employment employees within the meaning of this policy.
 - b. Payroll will determine any overtime that needs to be charged to the secondary employer as a result of dual employment. Payroll can charge overtime, regardless of which payroll is being processed in the week.

VII. CONFLICT OF INTEREST OR COMMITMENT

1. No employee may accept any work or remuneration that could be reasonably construed as a conflict of interest or commitment. Acceptance of secondary employment that creates a conflict of interest or commitment may be grounds for disciplinary action or termination. The Office of the General Counsel or the Office for Compliance may be required to make such determinations. (See referenced policies below).
2. The Johns Hopkins Hospital/Health System Corporation may withdraw approval for secondary employment if the efficiency, effectiveness, or productivity of the dually employed employee deteriorates, and may adopt reasonable disciplinary penalties, up to and including termination, for violation of its policies and procedures.


VIII. PROCEDURES

1. Career Services / Nurse Recruitment Have the candidate complete a Dual Employment Request form during pre-employment process if the candidate currently works for one of the affiliates listed in the policy and will continue to do so.
2. Dual employee Will have both the primary and secondary employer's manager sign the Dual Employment Request and return to Career Services or Nurse Recruitment. The form will reside in the candidate's file.
3. Career Services / Nurse Recruitment Will supply the candidate, if hired, with the Dual Employee Attendance Record.
4. Dual employee Responsible for getting the Dual Employee Attendance Record signed weekly by both managers and submitting to the Payroll department if dually employed during that pay period..

IX. REFERENCES

Conflict of Interest Policy
 Outside Activities for Compensation Policy

SPONSOR

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Vice-President of Human Resources

REVIEW CYCLE

Three (3) years

APPROVAL



(Name)

4/1/2011
Date

Addendum 1

DUAL EMPLOYMENT REQUEST

Instructions to employee: This form needs to be completed by the employee, as well as the Primary and Secondary employer, then returned to Career Services prior to the commencement of secondary employment.

Employee		Social Security Number		Today's Date			
Employee Address		Present Position Title		FLSA : Exempt _____ Non-Exempt _____			
Primary Employer							
Secondary Employer							
Facility of Secondary Employment				Title of position sought			
Duties to be performed:							
Dates duties will be performed: (A new dual employment form must be completed and placed in the employee's personnel file for each new period of employment.)							
Start Date:				End Date:			
The work schedule will be as follows:							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 hours							
Week 2 hours							
Secondary Employer Certification							
I certify that the duties and the hours worked for this employer are documented and reviewed to preclude duplicate payment, and that no conflicts of interest or commitment exist between services performed. If for any reason there should be a change in the hours and/or days of work as originally indicated, an amended request with the required justification will be submitted.							
SIGNED (department head or authorized designee)				TITLE		DATE	
Instructions for Primary Employer – Complete and return to secondary employer for documentation. Retain a copy for your files.							
Position Title:						Potential conflict of interest or commitment? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Duties Performed:							
Current Work Schedule							
Day	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Week 1 hours							
Week 2 hours							
Primary Employer Certification							
I certify that the and the hours worked for this employer are documented and reviewed to preclude duplicate payment, and that no conflicts of interest exist between services performed. If for any reason there should be a change in the hours and/or days of work as originally indicated, an amended request with the required justification will be submitted.							
RECOMMEND <input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNED (department head or authorized designee)		TITLE		DATE	

