



Capital School District

Board of Education Policy

Section: Human Resources
Title: Dual Employment Policy
Policy #: 500-04
Date Approved: 11/14/12
Date Revised: 08/15/12

DUAL EMPLOYMENT POLICY

Purpose: To administer the Dual Employment Law set forth in Title 29, Sections 5821 and 5822 of the Delaware Code.

The State of Delaware legislation provides guidance for the issue of Dual Employment in Title 29, Sections 5821 and 5822. An employee under dual employment status is set forth in the Delaware Code as "any person employed by the State, or by any political subdivision of the State, including but not limited to any county, city or municipality, who also serves in an elected or paid appointed position in state government or in the government of any political subdivision of the State, including but not limited to any county, city or municipality."

Accordingly, the Capital School District Board of Education promulgates procedures for adherence by affected employees in compliance with Title 29, Sections 5821 and 5822 as follows:

1. Each employee having dual employment must complete the dual employment time sheet each pay cycle.
2. The form must be signed by the employee and the employee's supervisor and forwarded to the business manager for review and processing.
3. The dual employment time sheet should be completed for each pay cycle to insure no time sheets have been lost. If no time was used for a dual employment position during a pay cycle, the form should simply contain the following statement, "No time lost for dual employment during pay cycle".
4. The employee's workday shall be consistent with the appropriate negotiated contract/employee agreement.
5. If the time deducted for a day the employee is serving in an elected or paid appointed position does not equal the difference between the time of leaving the work location and the end of the workday, an explanation of the reason and the time must be indicated in the adjustment column of the time sheet.
6. The use of personal days or vacation days, if applicable, for an absence under dual employment status should receive prior approval.

CAPITAL SCHOOL DISTRICT
DUAL EMPLOYMENT TIME SHEET

Employee Name: _____

To Be Submitted Each Pay Cycle

Dates Reported: From: _____ **To:** _____

Date	Time Left Building	Time Returned To Building	Adjustment Column	Time to be Deducted From Paycheck

_____ Employee	_____ Date
_____ Administrator	_____ Date
_____ Business Manager	_____ Date