

UT Health Science Center: FI0445-H Employee Services Between UTHSC and State Institutions or Agencies	
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No./Title: F435 – Employee Services Between UTHSC and State Institutions or Agencies	Resp. Office: FINANCE	Effective Date: 07/01/2016
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Related Policies: FI0445 – Employee Services Between UTHSC and State Institutions and Agencies		

PURPOSE

The University and Tennessee state government recognize that occasions arise when the best interests of the University and the State are served by making the specialized services of certain personnel available to each other on a part-time basis. University **Fiscal Policy FI0445 – Employee Services Between UTHSC, TBR, and State Agencies** provides detailed guidelines concerning such activity.

HSC PROCEDURES

The exchange of employee services between the University and State Board of Regents institutions or agencies require a formalized written agreement (dual services contract) between the University and the institution or agency involved. No employee of either system may be a party to the agreement. All payments for services covered by agreements must be sent directly to the institution rather than to individual employees.

If the contracted services provided are completely in addition to the employee's workload at the University and are performed on the employee's own time, extra service compensation to the individual may be authorized by the employer department. Such payments are made using the IRIS HR Additional Payments Transaction. Payments to the individual may not be authorized until the University has received payment from the other agency or institution.