

South Dakota Board of Regents Shared Employee Agreement

Between

Primary SD BOR Employing Institution	Secondary SD BOR Employing Institution
Shared Employee Name	

I. Compensation Details	
Employee Title: _____	SS #: _____
Begin Date: _____	End Date: _____
Salary: _____	Benefits (\$ or %): _____
Department Name: _____	Account #: _____

II. Employment Details
Services to be Provided by Shared Employee: _____

III. Contact Information
Primary Employing Institution
Signature Authority: _____
Compensation Processing Contact(s): _____
Secondary Employing Institution
Signature Authority: _____
Compensation Processing Contact(s): _____

The primary employing institution will be responsible for distributing all compensation and employer-paid benefits to the shared employee. The primary employing institution will be responsible for initiating the non-cash voucher for reimbursement for the costs associated with the secondary employment. Ordinarily, the duties performed for the secondary employing institution will be treated as overload responsibilities or as occurring during a time when the shared employee would not be under contract for active service (e.g., summer session). Nevertheless, the parties may specifically agree that the secondary employing institution has bought out a portion of the shared employee's contract with the primary employing institution; in which case, the primary employing institution will treat the shared employee's workload for the secondary employing institution as meeting the shared employee's obligations under the primary employing institution's workload policies.

In witness hereto, the parties signify their agreement by signatures affixed below:

Primary Employing Institution/Signature Authority Date _____
Secondary Employing Institution/Signature Authority Date

Primary Employing Institution/Supervisor Date _____
Secondary Employing Institution/Supervisor Date

Shared Employee Date

Instructions – Shared Employee Agreement

Who Completes the Form -- the secondary SD BOR employing institution completes two (2) original forms once they have reached acceptable terms and conditions of employment with the prospective shared employee.

Parties to the Agreement

Primary Employing Institution -- institution maintaining employment contract with the shared employee.

Secondary Employing Institution -- institution requesting that the shared employee perform duties for their institution in addition to the duties they currently perform for the primary employing institution.

Shared Employee Name – name of the employee the secondary employing institution is requesting to share.

I. Compensation Details

Employee Title – title assigned by the secondary employing institution;

SS # -- shared employee's social security number;

Begin Date – date the shared employee's duties will begin;

End Date – date the shared employee's duties will end;

Salary – amount of compensation the secondary employing institution is requesting the primary employing institution to compensate the shared employee;

Benefits (\$ or %) – percentage of benefits and/or the total dollar amount of benefits to be added to the compensatory salary amount (FICA; unemployment insurance; workman's compensation; SDRS when applicable; *health benefits are maintained solely by primary employing institution when applicable*);

Department Name – department the shared employee will be performing duties for within the secondary employing institution;

Account # -- secondary employing institution's account number to be charged for reimbursement by the primary employing institution.

II. Employment Details

Services to be Provided by Shared Employee – identify duties the shared employee is expected to perform; in addition, if compensation is to be distributed in a non-standardized manner the secondary employing institution should include such directives here.

III. Contact Information

Primary Employing Institution – institution maintaining employment contract with the shared employee;

Secondary Employing Institution – institution requesting that the shared employee perform duties for their institution in addition to the duties they currently perform for the primary employing institution;

Signature Authority -- employee who has institutional authority to endorse agreements for each institution respectively;

Compensation Processing Contact(s) – employee(s) who are responsible for initiating the payroll documentation and/or the person responsible for initiating the non-cash voucher.

Signature Fields – secondary employing institution affixes their institutional approving signatures on both original forms and forwards both forms to the primary employing institution. Once the primary employing institution has affixed their institutional approval signatures to both forms then one (1) form will be retained and one (1) form will be returned to the secondary employing institution.

Initiation of Non-Cash Payment – primary employing institution initiates the non-cash voucher, which is then forwarded to the secondary employing institution for completion.