

**wvOASIS HRM Application**  
**MULTIPLE APPOINTMENTS FAQ**

With implementation of the Advantage Human Resource Management application, the State of West Virginia (State) will have a single Federal Employer Identification Number (FEIN). As such, the State will be considered the employer, for each employee, for various personnel and payroll purposes. This document is intended to provide guidance regarding the most common issues encountered by employees who work at multiple State departments simultaneously as well as multiple positions within the same department.

**Q 1: Can employees working for two departments qualify for overtime?**

A: Yes. Provided that the hours of work do not overlap, an employee may hold positions with two (2) different departments. The position in which the employee is budgeted at a Full Time Equivalent (FTE) of 1.0 shall be identified as the employee's primary position. In the event the employee holds two FTE 1.0 positions, the primary position will be the position in which the employee was first employed. The employee will have one employee number. Multiple appointments will be identified with an additional appointment id such as A, B, etc. An employee classified as nonexempt under the federal Fair Labor Standards Act (FLSA) may receive premium pay based on their cumulative number of hours worked exceeding 40 in a workweek or exceeding the number of hours established in a work period for law enforcement and fire protection employees.

**Q 2: Do I have to work more than 40 hours at each department to receive premium overtime pay?**

A: The workweek of the employee's primary position is used for the calculation of overtime. Hours worked at each department contribute toward the cumulative 40-hour threshold qualifying an FLSA nonexempt employee for overtime compensation. Upon reaching a combined 40 worked hours with the primary and multiple appointments, hours worked in excess of 40 in the workweek will be compensated at no less than one and one-half the blended rate of pay for the employee. The application uses a blended rate using all pay rates for the employee. **The FLSA premium pay will appear on the detail report and be charged to the department with the primary position. This is the reason to ensure there is a Memorandum of Understanding (MOU) establishing how the overtime is properly allocated.**

Absent an agreement between the departments, overtime compensation will be calculated using the blended rate of pay for the employee.

The example below illustrates the calculation of hours worked and overtime compensation for an employee working two (2) positions classified as FLSA nonexempt.

Department	Primary	Secondary	Total Hours
FLSA Classification	Nonexempt \$21.50	Nonexempt \$16.80	Worked
Monday	10	OFF	10
Tuesday	10	5	25
Wednesday	10	5	<b>40</b>
Thursday	10 (overtime)	5 (overtime)	55
Friday	OFF	5 (overtime)	60
Total Hours	40	20	60

The employee is due \$199.34, for FLSA using a blended rate for both positions for all hours worked in excess of 40 after Wednesday. The department designated as the primary will pay the employee \$199.34. If there is an MOU in place, it should document which department should pay the FLSA portion due. This reallocation is completed in the OASIS Financial application.

In the event an employee serves in an FLSA exempt position with one (1) department and an FLSA nonexempt position with another, the primary duties involved in both positions must be considered in determining the FLSA classification of the concurrent duties. The overall classification will establish whether the employee will be entitled to compensatory time or overtime for all hours worked over the 40-hour overtime threshold.

Any employee serving in two (2) FLSA exempt positions who is granted overtime or compensatory time by one (1) of the two (2) employing departments will not receive overtime pay or compensatory time for hours worked in excess of 40. If an exempt position is paid overtime or compensatory time please contact [HRMPayroll@wvsao.gov](mailto:HRMPayroll@wvsao.gov) for further assistance.

**Q 3: Am I eligible to accrue and use paid leave at each department?**

A: Yes. Employees eligible to accrue annual and sick leave may accrue leave with both departments provided leave use and leave accrual may not exceed the amount available to employees working a single 40-hour workweek. Leave accrued for multiple part-time positions will be combined but will not exceed the accrual amount of a 1.0 FTE position.

**Q 4: May I take unpaid medical leave of absence at each department?**

A: Yes – if eligible. Consistent with the federal Family and Medical Leave Act (FMLA), medical leave of absence without pay leave entitlement under the *Administrative Rule of the Division of Personnel* (143CSR1) is calculated based upon the equivalent number of hours the employee is normally scheduled to work during a six-month period.

**Q 5: May I utilize paid leave time for organ donation at each department?**

A: Yes – if eligible. As provided in W. Va. Code § 29-6-27, a full-time employee shall receive up to 120 hours of leave with pay during each calendar year when absent from work because of the employee's donation of any portion of an adult liver or adult kidney and 56 hours when absent from work because of the employee's donation of adult bone marrow. However, the leave only applies to regular work hours and therefore the paid leave may **not** be used for missed overtime hours.

**Q 6: May I receive donated leave at each department?**

A: Yes – if eligible. As provided in W. Va. Code § 29-6-27, the benefit applies to employees in the classified and classified-exempt service and employees exempt from coverage who are under this article entitled to annual leave as a benefit of employment. As addressed in FAQ #5 above, an employee is eligible to receive and use donated leave, prorated to hours earned and not to exceed the amount available to employees working a single 40-hour workweek.

**Q 7: Do I get paid holidays at each department?**

A: Yes. An employee eligible to receive paid holidays may be released from work at each department but may only receive pay for the holiday in proportion to the amount of time worked compared to a regular 1.0 FTE position, not to exceed eight (8) total hours. Holiday leave is calculated based upon the equivalent number of hours the employee is normally scheduled to work for each department.

**Q 8: Will I receive an annual increment payment for hours worked at both departments?**

A: Yes. Employees eligible to receive annual increment payment may accrue eligible service credit for hours worked at both departments up to a maximum total of FTE 1.0. As an employee of the State, one (1) increment payment is issued based on a combination of eligible service at each respective department.

**Q 9: If the legislature gives State employees an across-the-board pay increase will I receive the increase at both departments?**

A: Yes – if eligible. Though the State is considered the employer at both departments, an employee would be working in two (2) different positions. If both positions meet the eligibility requirements for the increase the employee would receive the increase in both positions.

**Q 10: Will I receive paid military leave from each department**

A: Yes – if eligible. An eligible employee would receive a maximum of thirty (30) days (not to exceed 240 hours) of leave without loss of pay, status, or efficiency rating for State active duty and reserve military service in one (1) calendar year and thirty (30) days (not to exceed 240 hours) of leave without loss of pay, status, or efficiency rating for each call to federal active duty. The paid leave is based upon the hours the employee was or would have been scheduled to work at each respective department during the period of military leave, not to exceed thirty (30) days combined. Though this may result in the employee receiving paid military leave in excess of forty (40) hours in the workweek, premium overtime compensation is only required when the employee WORKS more than 40 hours in the workweek.