



**Notice to Full-Time Employees with Additional Part-Time Appointments**

As a full-time employee at Penn State, I understand and acknowledge the following specific to adding a separate part-time appointment in addition to the full-time appointment:

- Full-time Exempt employees may only work a maximum of fifteen (15) hours per week across all Part-time Non-Exempt (hourly) appointments.
- Full-time Non-Exempt employees can take on additional Non-Exempt part-time appointments, though they must be paid overtime for all hours worked over forty (40), across all appointments. Approval must be received from management at all work units.
- Full-time Non-Exempt employees are not permitted to take on part-time Exempt appointments.
- Employees that fall under a collective bargaining agreement are not eligible for additional appointments.
- I must obtain prior approval from my primary work unit prior to serving in any other employment capacity at Penn State.

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**Employee Signature**

**Date**

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**Print Employee Name**

Your signature denotes that you have read and acknowledge the information shown above.