Joint Staffing Process

What is Joint Staffing?

Joint Staffing represents the sharing of an employee’s time between two institutions during the same period of time. Per the Board of Regents Business Process Manual section 5.3.3., Joint Staffing requires the home institution to pay the faculty/staff member for all work performed. As part of the established process, an Employee Compensation Agreement form must be completed and signed by all required parties to ensure a timely payment. The Employee Compensation Agreement Form can be found on the Human Resources website.

If Gordon is the requesting institution, how will I be paid?

The employee’s home institution will be responsible for compensation upon receipt of a properly signed and authorized Employee Compensation Agreement Form. The home institution will be responsible for invoicing Gordon College for payment of services.

If Gordon is the providing institution, how will I be paid?

Gordon’s payroll will be responsible for compensation upon receipt of a properly signed and authorized Employee Compensation Agreement Form from the requesting institution. Additionally, Business Services will issue an invoice to the requesting institution based on the agreed upon payment frequency and amount.

Additional Information

- Faculty/staff should inform requesting/providing institution of his/her full time status at another institution prior to any employment agreement.
- The Employee Compensation Agreement should be completed prior to beginning work.

Steps to follow:

Gordon College as a Requesting Institution – (Gordon College is hiring an employee from another institution)

1. A designated person within the department/division should initiate the Employee Compensation Agreement Form.
2. Employee reviews and signs under Item #4.
3. Under the Method of Payment, Estimated Reimbursable Expenses should include any payments above the fee for service. In regards to payroll, this expense is normally FICA and Medicare taxes associated with the salary. Example: A full time employee of another institution working part time for Gordon. Fee for service is $2100.00. The estimated reimbursable expense is $130.20 ($2100.00 X .062 (FICA tax rate) + $30.45 ($2100.00 X .0145 (Medicare tax rate). The total estimated cost is $2100.00 + $130.20 + $30.45 = $2260.65.
4. Secure the signature of the President as the Requesting Institution President.
5. Mail/fax the form to the providing institution’s direct contact.
6. The employee’s dean/department head and President should sign. (*The Dean or the Division Chair should sign based on the availability of the employee.*)
7. A signed copy should be returned to Gordon College’s delegated contact person.
8. Send a copy of the signed agreement to Business Services and Human Resources.
9. The employee will be compensated through his/her home institution.
10. Based on the Employee Compensation Agreement, the providing institution should invoice Gordon College for payment. All invoices should be sent to Business Services.

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**Gordon College as a Providing Institution** (*Gordon College employee is hired at another institution*)

1. Employee/Requesting Institution should initiate the Employee Compensation Agreement Form.
2. Employee reviews and signs under Item #4.
3. Under the Method of Payment, *Estimated Reimbursable Expenses* should include any payments above the fee for service. In regards to payroll, this expense is normally FICA and Medicare taxes associated with the salary. *Example:* A full time employee of Gordon College working part time for another institution. Fee for service is $2100.00. The estimated reimbursable expense is $130.20 ($2100.00 X .062 (FICA tax rate) + $30.45 ($2100.00 X .0145 (Medicare tax rate). The total estimated cost is $2100.00 + $130.20 $30.45 = $2260.65.
4. The Requesting Institution’s President should sign.
5. A signed copy should be returned to Gordon College’s delegated contact person.
6. The employee’s dean/department head should sign. (*The Dean or the Division Chair should sign based on the availability of the employee.*)
7. The President signs as the Providing Institution President and returns to the dean/division.
8. A copy of the signed agreement should be sent to Business Services, Human Resources, and the Requesting Institution.
9. The employee will be compensated through Gordon’s payroll.
10. Based on the Employee Compensation Agreement, Business Services will invoice the Requesting Institution for payment.