**Dual Employment Chart – What Form Should I Use?**

**Both Jobs at Same Agency in BOR**

|  |  |  |
| --- | --- | --- |
| **Primary Job Type** | **Secondary Job Type** | **Dual Employment Form To Be Used** |
| Teaching | Teaching | *No Dual required* |
| Teaching | Non-teaching | CT-HR-25 |
| Non-teaching | Teaching | CT-HR-25 |
| Non-teaching | Non-teaching | CT-HR-25 |

**Jobs at Different Agencies within BOR or with UCONN**

|  |  |  |
| --- | --- | --- |
| **Primary Job Type** | **Secondary Job Type** | **Dual Employment Form To Be Used** |
| Teaching | Teaching | CT-HR-25h (short form) |
| Teaching | Non-teaching | CT-HR-25 |
| Non-teaching | Teaching | CT-HR-25 |
| Non-teaching | Non-teaching | CT-HR-25 |

**One Job in BOR, One Job outside BOR**

|  |  |  |
| --- | --- | --- |
| **Primary Job Type** | **Secondary Job Type** | **Dual Employment Form To Be Used** |
| Teaching | Teaching | CT-HR-25 |
| Teaching | Non-teaching | CT-HR-25 |
| Non-teaching | Teaching | CT-HR-25 |
| Non-teaching | Non-teaching | CT-HR-25 |