



SUBJECT:	Intercompany Employment
POLICY NO:	VII:30
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	August 1, 1992
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

Effective 1-1-2012, the Hennepin Healthcare Research Institute (HHRI) became a subsidiary of Hennepin Healthcare Systems (HHS) d/b/a HCMC. This resulted in our organization's review of our policy on intercompany/dual employment and has come to the decision that dual employment between HHRI and HCMC will be prohibited (consistent with HHRI's former policy regarding dual employment between HHRI and HFA).

This policy does not specifically prohibit an individual from performing work for both HCMC and HHRI, however, only one of the organizations (HCMC or HHRI) may be the employer of record and payment for services may only be received from that organization.

Under certain circumstances, an individual may be able to perform work for both companies via a Service Agreement.

II. PROCEDURE:

- A. Supervisors/Investigators who wish to engage the services of an HCMC employee, should contact HHRI Human Resources and/or their Grant Administrator prior to any discussions with the employee.
- B. Factors that will be reviewed include, but are not limited to, grant funding, total FTE being requested, FLSA status, HCMC collective bargaining agreements and HCMC policy on secondary jobs within HCMC.
- C. If the services are approved, a Service Agreement between HCMC and HHRI will be drawn up by the Grant Administrator to support the efforts.
- D. Typically, the company for which the individual works the greatest percentage of time will be designated as the employer.