

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	CT-HR-25h (short form) if paid on separate records
Teaching	Teaching	No Dual Required if paid on same record
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

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