**Additional Employment and Overload Procedures for Faculty**

# References:

## CFA/CSU Collective Bargaining Agreement

## Article 35 Outside Employment

## Article 36 Additional Employment

## Article 12 Appointment (12.29.d)

## Technical Letter SA 2015-22 (http://www.calstate.edu/HRAdm/pdf2015/TL-SA2015-22.pdf)

## Technical Letter HR 2002-05 (http://www.calstate.edu/HRAdm/Policies/HR2002-05.pdf)

# Definitions

## Additional employment:

### Assigned work or employment that is compensated by CSU, including CSU auxiliaries, that is in addition to the primary or normal employment of a faculty unit employee.

## Primary or normal employment

### If a faculty unit employee holds more than one appointment, primary or normal employment of the faculty unit employee shall refer to an appointment of more than a fifty percent (50%) time base. If no appointment is greater than a fifty percent (50%) time base, the normal employment shall refer to the appointment deemed normal by CSU.

## Overage or Overload

### CSU faculty member‘s additional employment is limited to 25% of full-time. The "twenty five percent (25%) overage" shall be calculated as a percentage of full-time. The total additional employment of a faculty unit employee shall not exceed a total of twenty-five percent (25%) overage. Note: 25% overage is not calculated on pay, it is a percentage of work, hours, or wtu.

### Exception to allowable overage: A faculty member paid 100% from federal grant funds may not work more than 100%.

## Outside Employment

### For the context of this guide, outside employment refers to any employment not compensated through the CSU payroll, including CSU foundation and CSU auxiliary employment. Volunteer work does not apply to this policy.

For the purposes of this document, we will use the phrase “Additional Employment” to refer to overload, overage, or effort.

# Paid Additional Employment, Overload, or Overage

## Limitations

Within the CSU system including all auxiliaries, employees may not be employed more than a total of 100% time. **Exceptions for additional employment over 100%are limited to an additional 25% time. Exceptions include additional employment if:**

1. consists of employment of a substantially different nature from his/her primary or normal employment;
2. is funded from non-general fund source(s);
3. is the result of the accrual of part-time employment on more than one (1) campus;

or

1. is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9). However, in no case shall a faculty unit employee’s entitlement to subsequent employment at a campus exceed full-time in any academic term.

## Responsibility for monitoring additional employment limitations:

Faculty members shall monitor their own time-base and ensure that their appointments are consistent with the guidelines for additional employment.

## Full-time Academic Year and Ten-Month Academic Employees

Full-time academic year employees may be paid for work above their regular assignment.

During breaks, outside regular work days, up to 100% in on additional assignment with 25% overload allowed in a different assignment.

Work over 100% must be for an assignment of different work, and/or paid from different funds and no more than 100% from federal funds

## Full-time Twelve-month Faculty

Twelve-month employees are employed for a full year and the 25% limitation on additional employment covers the whole year. Twelve-month employees may be appointed to paid teaching assignments in Extension, Summer Session or Consortium only if the preparatory work and other required duties are done outside of the normal work hours of the twelve-month assignment.

## Employees with Split Appointments

Employees with split assignments that are part twelve month and part academic year are also split in terms of percent of time they are allowed to work.

## Part-time Faculty

Part-time employees may receive additional employment up to under the same rules and limitations as apply to full-time employees. For instance, as long as no more than 100% is paid for the same job, or from the same source.

*Part-time faculty are normally compensated for additional employment through the University on a reimbursed time basis, up to a full-time assignment.*

## Faculty Early Retirement Program (FERP)

Faculty participating in the FERP may be eligible for additional employment or direct pay through Foundation.

## Type of Work Allowable

Additional employment assignments are compensable only if the work and other required duties are performed outside the normal work hours of the employee's regular assignment. Additionally, the work to be performed cannot be part of the employee's regular assignment.

Any question as to whether an assignment may be compensated as additional employment shall be determined prior to beginning the assignment and by the appropriate administrator.

## Prior Authorization Required

All additional employment must be authorized in writing, prior to performance of the work, by an appropriate University administrator.

## Sabbatical Leaves, Difference in Pay Leaves, and Leaves with or without Pay

Paid Leaves: All CSU faculty are considered to be on "work status" when on an approved leave, whether on a full salary, partial salary. Therefore, faculty members on paid leave are required to have written approval from the Provost or designee prior to performing any additional or outside work.

Unpaid Leaves: Check with Benefits or Faculty Affairs to determine if your situation/leave permits additional employment. Not all approved leaves allow the faculty member to work additional employment.

# Using Additional Pay Classification (2403) Guidelines

## General Guidelines for payment Faculty Additional Pay – State Side using 2403

### Only Full-time[[1]](#footnote-1) faculty.

### Limited to 25% additional employment rules.

### AY and 10m faculty: for periods outside normal work year (AY), appointments may be up to a maximum of full-time.

### Using this process is only for faculty bargaining unit work.

### Faculty will receive compensation at not less than their normal rate of pay for such work.

### Appointments during breaks cannot extend into the academic term.

### Faculty whose regular appointments are less than 1.0 (FT) are NOT eligible for this process.

### Vacation, sick leave, pension (CalPERS), and leave entitlements are not applied.

## Three types of calculations using 2403 – Additional Employment

### Compensation for the “16th Unit”: Temporary Faculty member’s that are teaching more than 15 WTU at a single campus during one semester that is eligible.

#### Eligibility

##### The assignment over 15 wtu is to meet the requirements in the order of assignment as defined in the order of assignment (12.29 (a) or 12.29 (b)) and that it is either

###### is necessary to meet a temporary faculty employee’s entitlement to full-time work; or

###### to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9)

#### The temporary faculty member shall either

###### be compensated for the overload under provision 36.5(d) or

###### by mutual agreement between the temporary faculty member and the appropriate administrator, provided commensurate workload reduction (without loss of compensation) in a subsequent academic term to be determined by the appropriate administrator in consultation with the temporary faculty unit employee.

### Payment for special project(s) during the Academic Year

### Payment for work, such as grants or chair work, over semester breaks.

# How to calculate the 25% rule

Faculty are assigned 30 WTU during the Academic Year (Fall and Spring). Therefore, additional employment is limited to 7.5 WTU during the Academic Year (25% of 30 WTU.)

During times outside the Academic Year, faculty are limited to the equivalent of one (1) WTU per week as a FT assignment. Over the summer (usually about 15 weeks) the 25% additional employment would be limited to 3.75 WTU.

## Test for the 125% Rule – How is it done?

To test if the Additional Employment exceeds the 125% rule we use Weighted Teaching Units (WTU) for faculty. Convert all work assigned to equivalent units using the following methods:

* **Flat Rate payment amount**: Using the faculty member’s 1/30th rate (Annual Base Salary / 30 wtu).   
  Example: A faculty member’s base (FT) rate is $5250 per month. and she was going to be paid $5000 by a non-general fund source.
  + 1/30th is $2,100/unit (5250 \* 12 months / 30).
  + Equivalent WTU would be: 2.38 wtu ($5000 / $2100).
* **Hours or Days**: Use the number of days to calculate hours – 8 hours per day and the the general rule that 1 wtu is about 45 hours.   
  Example: A faculty member’s base (FT) rate is $5250 per month. Her 1/30th is $2,100/unit. If she was going to be paid for 10 days by a non-general fund source
  + Total Hours: 10 days \* 8 hours/day = 80 hours
  + Equivalent WTU would be: 1.78 wtu (80 hours / 45 hours per unit)
* **WTU or Units**: Use actual.

# 16th Process

## Steps

## After reviewing FAD, or other report, identify temporary faculty that exceed 15 wtu for the semester.

## Determine if the faculty member is eligible for the 16th additional pay.

1. Is the faculty member full-time?
2. Was the overage caused by meeting a full-time entitlement or by offering work to a part-time faculty member to meet 12.29(a) or 12.29(b) – Order of Assignment?
3. Does s/he have assigned time? If so, remove the assigned time.

## Complete the 16th Unit form – get signature and deliver to Faculty Affairs.

How the calculations work

## Calculate the amount to be paid

1. Monthly Base Rate \* 12 months / 30 WTU = 1/30th or cost per unit
2. (Assigned WTU – 15 WTU) is the amount over to pay. Limited to 1 wtu
3. 1/30th \* wtu = amount to pay

## Pay processing

1. Faculty will be paid on a monthly calculation over the semester.
2. This code will not accrue vacation, sick leave, or retirement/pension benefits.
3. Faculty with more than 15 wtu are NOT entitled to more than 15 wtu next AY.

# Special Project during Academic Year process

# Work over semester pay process

1. Full-time for this process is whose primary appointment is full time, including individuals who hold multiple concurrent appointments that otherwise add up to a full-time equivalency (1.0 FTE). [↑](#footnote-ref-1)