CSUN ADDITIONAL EMPLOYMENT GUIDELINES
(Revised August 25, 2015)

I. SCOPE

These guidelines and procedures are in response to EO 890 Section 3.3.3 which states:

_Each campus shall develop a process for monitoring employment, including employment through Contracts and Grants, and shall comply with the limits by the CSU Additional Employment Policy._

They are in compliance with California State University Additional Employment Policy, HR 2002-05, dated February 19, 2002 and with appropriate federal regulations.

Additional employment guidelines are designed to provide a framework within which employees may be employed for more than full time, and establish the total amount of employment allowable for an individual in the California State University (CSU). These guidelines cover the procedures on compensating faculty and staff for additional employment, and the reporting of such employment. These guidelines apply to all faculty and staff at California State University, Northridge or any of its authorized auxiliary organizations and to all appointments compensated by the University, regardless of the source of funding. Such employment includes appointments at any regular CSU program or auxiliary organization as well as appointments on more than one campus in the CSU.

Additional employment shall not interfere with the employee’s primary CSU assignment.

Additional employment in excess of full time does not affect University retirement credits or benefits payments.

II. DEFINITIONS

**Additional Employment**

The CSU Additional Employment Policy (HR 2002-05) establishes a limit (125%) on the total amount of employment an individual may have within the CSU system. Additional employment limitations are based on time-base, not salary.

- CSU employment is defined as any employment compensated through CSU payroll, regardless of funding source (e.g., general fund, extension, lottery, CSU employment reimbursed by an auxiliary or other source).
- When determining additional employment, all CSU employment is considered together.
- The additional assignment must be either of a different nature from or compensated from a non-general source of funds than the employee’s regular assignment.

**Special consultant** is a classification that may be used when a faculty or staff member is appointed to perform a special assignment of a temporary nature based on a particular knowledge, ability, or expertise. Employees who accept additional employment as special consultants are subject to the 125% limit on additional employment. Special consultants are employees for payroll purposes, and are not to be confused with Independent Contractors.

**Outside employment** is any employment not compensated through the CSU payroll. However, when determining the 125% additional employment, all CSU employment and all outside CSU foundation and other CSU auxiliary employment are considered together. (See HR 2002-05).
III. ALLOWABLE ADDITIONAL EMPLOYMENT

Percent of effort allowable

An employee may be provided with an appointment not to exceed 25% above the 1.0 full time position (or 125% time). Using a standard 40-hour week, the 25% maximum provides the possibility of compensation for 10 hours of additional employment per week of work.

For academic year faculty, the 25% additional employment cap is established for, and computed over, the academic year.

A full-time academic year employee may be employed up to 125% time during nonacademic year time periods. This includes the time between the last academic workday of an academic year and the first academic workday of the next academic year as shown in the academic calendar for that year. Such an employee may also work 125% during winter intersession and spring break.

For twelve-month faculty and exempt staff, the 25% additional employment guideline is based on a 12-month year.

During Spring Break and Summer academic year faculty have 10 hours per day of additional employment available as those days are not scheduled work days for such employees. On the other hand 12-month faculty have only 2 additional hours available.

Table 1 summarizes the available hours and days for the 2015/16 year.

<table>
<thead>
<tr>
<th>Month</th>
<th>Term</th>
<th>Work Days</th>
<th>Hours</th>
<th>Equivalent Days</th>
<th>Hours</th>
<th>Equivalent Days</th>
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<td>August</td>
<td>FALL</td>
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<td>18</td>
<td>2</td>
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<td>FALL</td>
<td>22</td>
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<td>5.5</td>
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<tr>
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<td>15</td>
<td>18</td>
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<td>36</td>
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<tr>
<td>Winter 16</td>
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<td>18</td>
<td>2</td>
<td>32</td>
<td>4</td>
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<td></td>
<td></td>
<td></td>
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<tr>
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<td>12</td>
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<td>12</td>
<td>1.5</td>
</tr>
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<tr>
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<tr>
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<td>200</td>
<td>25</td>
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<td>170</td>
<td>21.25</td>
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Table 1
When additional work is measured in units, academic year or 12-month faculty can teach an additional 3.75 units (25% of 15 units) during spring and fall semesters. The Fall 14 (Spring 15) semester provide a total of 172 hours (170 hours) of additional work. Hence, a 3-unit class counts for 135 hours towards the 172 hour (170 hour) total. If a faculty member teaches a 3 unit class (e.g., through Extended Learning) during the fall or spring semester, there are 37 hours (35 hours) or 4.625 days (4.375 days) available for additional employment under the 125%-rule.

Academic year faculty can teach one 3-unit class during the winter intersession and up to 12 units in summer.

Type of work allowable

Most additional employment and/or overload can be compensated only if the preparatory 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.

Compensation for additional employment

Exempt employees: Determination of whether additional employment is within limits is based on time-base, not salary. Normally, the salary rate for additional employment is the same as the rate for the primary appointment. In the case of a federal grant or contract (including projects passed through another agency, but funded with federal funds), the rate of pay must be the same as the CSU base rate of pay for the primary appointment, and must be consistent with OMB Circular A-21 definitions. However, a different salary rate may be used if allowed by the external funding/granting source.

Non-exempt employees: Work performed in excess of a 1.0 full-time equivalent time base is compensated at the appropriate overtime rate for all hours worked in excess of 8 in one day or 40 in one week in the CSU.

Independent Contractor: CSU employees may contract for services with the university or auxiliary in very limited situations. Please refer to CSU coded memorandum HR-2003-21 for the rules related to CSU employees working as independent contractors.

IV. PROCEDURES FOR PRIOR APPROVAL AND MONITORING OF WORKLOAD

The following procedures must be used to review, approve, and process additional employment personnel transactions.

The extent of an employee’s CSU workload must be determined prior to appointment to any additional employment. Additional employment must be authorized in writing and the information must be forwarded to the Office of Faculty Affairs at least 2 weeks prior to the start of the additional employment period.

- The Director of Sponsored Programs of TUC, or designee, will authorize additional employment through grants and contracts. Prior Approval for additional employment through grants and contracts is obtained with the processing of the ‘SP Effort Projection’ form.
- The Dean of the Tseng College of Extended Learning, or designee, will authorize additional work in the College of Extended Learning.
- Administrators-in-charge (Deans, AVPs, Provost, etc.) will authorize additional work in their respective units.
At proposal time, the Office of Research and Sponsored Projects (ORSP) allows investigators to budget funds for additional employment as allowed by the funding agency. At award time, it is the responsibility of the faculty member to work with the TUC to ensure that additional employment does not exceed the 125% limit. This limit also applies to all additional employment resulting from budget changes after award. Approval of the proposal during the pre-award phase by the campus, including by ORSP, and approval of the award by the funding agency does not constitute approval for the faculty member to exceed 125% employment.

For non-exempt staff, additional appointments in excess of full-time are typically not granted.

V. CALCULATING RATES OF COMPENSATION ON GRANTS AND CONTRACTS

a. Instructional faculty

**Academic Year (Semesters):** Pay for additional employment during the academic year is calculated by multiplying the employee’s annual salary by the effort/time that will be applied to the project. For purposes of determining the daily salary base, the academic year consists of 170 days.

**Non-academic Year (Break Periods):** Pay for summer, winter intersession and spring break is calculated by the days applied to the project using the daily salary base rate as calculated below.

**Conversion:**

Academic year = 170 days = 8 months

Annualized salary / 170 days = daily rate
Annualized salary/8 = monthly salary
Daily rate / 8 = hourly rate

**Limits for federally funded projects (including federal pass-through)**

No more than a total of 100% effort may be paid at any time from all federal funds including projects passed through another agency, but funded with federal funds.

For NSF, the maximum additional employment is 2/9 of the annual base salary.

b. Other exempt staff

Represented or non-represented employees, including those in the Management Personnel Plan, who are in positions exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) do not receive additional compensation for work considered part of their primary work assignments. However, an exempt employee may be assigned additional employment equivalent to 25% above a 1.0 full time time-base if the additional assignment is unrelated to the primary work assignment. The additional assignment is calculated at the same rate of pay as the regular employment, unless otherwise agreed upon by the funding source.

c. Non-exempt employees

Additional employment for staff requires prior review and approval by the President or designee.