



Restrictions on Total Employment for Full-Time Faculty

Office of Faculty Affairs

The Unit 3-Faculty Collective Bargaining Agreement (Article 36) and the CSU System-Wide Additional Employment Policy (HR 2002-05) limit total employment in the California State University system to a total of 125%.

The 25% overage allowed (an average of 10 hours per week or 3.75 units per semester) is calculated as a percentage of a full-time workload (40 hours per week or 15 units) or, when appropriate, time base (.25). It is not calculated as a percentage of full-time salary.

The limitations apply to work performed for any CSU campus and for any CSU auxiliary organization such as the Corporation, the Foundation/University Advancement, Extended Learning, and grants and contracts administered by CSU auxiliary organizations. Work performed as a Special Consultant is also counted as part of an individual's total workload.

Unit 3 Faculty (Lecturers, Coaches, Librarians, Tenure-Track faculty, Counseling faculty, and others represented by the Unit 3-Faculty Collective Bargaining Agreement) are allowed an overage of 25% of a full-time position only if the overage employment meets one or more of the following criteria:

- (a) consists of employment of a **substantially different nature** from the primary or normal employment; **OR**
- (b) is **funded from non-general fund sources**; **OR**
- (c) is the result of the accrual of part-time employment **on more than one CSU campus**.

NOTE: Temporary faculty may be employed up to 18.75 units as a Lecturer **only if the work is split between two or more CSU campuses**. Otherwise, they are restricted to a total of 15 units of teaching, even if the units are in two different departments on the same campus. However, they may work the additional 25% overage in a position that is **substantially different** from their Lecturer position.

Participants in the **Faculty Early Retirement Program (FERP)** are further restricted by regulations set forth in Article 29 of the Unit 3-Faculty Collective Bargaining Agreement. Total CSU employment for FERP participants is limited to either **90 days per fiscal year** (a semester is normally 85 days) **or 50% of the faculty member's time base in the year preceding service retirement**. FERP participants' period of employment shall refer to the 90 day rule, per article 29.8 in the Faculty Collective Bargaining Agreement. FERP faculty are restricted from additional employment unless the additional employment is through a non-CalPers participant.

Participants in the **Pre-Retirement Reduction in Time base Program (PRTB)** are considered to be full-time for purposes of applying additional employment restrictions (see Article 30.10 of the Unit 3-Faculty Collective Bargaining Agreement). Therefore, they may work an additional 25% only if the work meets one or more of the criteria described in a, b, or c above.

It is your obligation not to accept employment that exceeds the limitations set forth above. If you accept employment that causes you to exceed the workload limitations, you may be required to resign from one or more positions. All faculty unit employees are required to submit a Total Employment Disclosure Form at the Start of each academic term.

Faculty may begin working on an Additional Pay project when the Pre-Authorization has been approved at all levels at CSUN. Working on the project without an approved Pre-Authorization is not allowed.