

## **GUIDELINES AND PROCEDURES**

### **Faculty Additional Employment**

#### **I. SCOPE**

The guidelines and procedures in this document are applicable to current, new, and returning California State University (CSU) faculty hired to perform additional work for California State University, Northridge (CSUN) in the following categories:

- Full-Time Faculty Additional Employment (Class Code 2403 - monthly)
- Special Consultant (Class Code 4660 - days)
- Instructional Faculty – Special Programs (Class Code 2322 - units)
- Instructional Faculty – Extension (Class Code 2323 - hours)
- Substitute Instructional Faculty (Class Code 2356 – hours)
- Grant-related additional work paid through The University Corporation (TUC)

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.*

The guidelines are in compliance with California State University Additional Employment Policy, HR 2002-05, dated February 19, 2002 and with appropriate federal regulations (<http://www.calstate.edu/hradm/policies/hr2002-05.pdf>).

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 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.

### Full-Time Faculty Additional Employment Class Code 2403

Pursuant to coded memoranda dated October 2, 2015 and the January 6, 2015 Memorandum of Understanding reached between the CSU and the CFA, a new classification code has been created to appoint full-time faculty unit employees to additional employment that meets the criteria in Article 36 of the CBA (<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/2014-2017/article36.pdf>).

Appointments in this classification may be made for any time base up to 0.25 (25%) during the applicable work year, or up to 1.25 during academic break periods for full-time academic year (AY) employees. This new job code is limited to faculty unit employees whose primary appointments is **full-time**, including individuals who hold multiple concurrent appointments that otherwise add up to a full-time equivalency (1.0 FTE). With the new ASP system, the campus will be required to use this new job code in place of the Special Consultant (4660) classification when appointing full-time unit 3 employees to additional employment that would otherwise fall within the scope of faculty bargaining unit work.

Provision 36.5 of the CBA allows for faculty unit employees to receive an "overage" of up to 25% of a full-time position only if in one the following circumstances:

- 1) The employment is of a substantially different nature than the primary appointment;
- 2) The employment is funded from non-general fund sources;
- 3) The employment is the result of accrual of part-time employment on more than one campus;

4) The employment 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).

During the academic year, full-time faculty can do a maximum of 10 hours per week of additional work. Please reference the chart below to determine the total FTE equivalency based on the hours per week under this job code:

| 2403 JOB CODE | HOURS PER WEEK OF ADDITIONAL WORK | TOTAL FTE (HOURS/ 40) | FRACTION FOR PAYROLL | TOTAL MINIMUM MONTHLY PAY AMOUNT PER FRACTION | TOTAL MAXIMUM MONTHLY PAY AMOUNT PER FRACTION |
|---------------|-----------------------------------|-----------------------|----------------------|---|---|
|               | 1                                 | 0.025                 | 1/40                 | \$113   | \$712   |
|               | 2                                 | 0.05                  | 1/20                 | \$227   | \$1,424                                       |
|               | 3                                 | 0.075                 | 3/40                 | \$340   | \$2,137                                       |
|               | 4                                 | 0.1                   | 1/10                 | \$453   | \$2,849                                       |
|               | 5                                 | 0.125                 | 1/8                  | \$566   | \$3,561                                       |
|               | 6                                 | 0.15                  | 3/20                 | \$680   | \$4,273                                       |
|               | 7                                 | 0.175                 | 7/40                 | \$793   | \$4,985                                       |
|               | 8                                 | 0.2                   | 1/5                  | \$906   | \$5,698                                       |
|               | 9                                 | 0.225                 | 9/40                 | \$1,019                                       | \$6,410                                       |
| 10            | 0.25                              | 1/4                   | \$1,133              | \$7,122                                       |   |

The maximum allowable pay for this job code is \$7,122 per month, using the 0.25 FTE at 10 hours per week.

**Special Consultant Class Code 4660**

The Special Consultant classification code may be used when a part-time faculty whose concurrent appointments do not add up to full-time, or a staff member is appointed to perform a special assignment of a temporary nature based on particular knowledge, ability, or expertise. Employees who accept additional employment as special consultants are subject to the 125% limit on additional employment. Pay under this job code is done as a daily rate. 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).

**Please Note: Faculty hired as Special Consultants (4660) who are new to CSUN or returning after a break in service of 18 months or more, must complete the sign-in process in Human Resources, University Hall, Room 165, on or before the effective date of the Special Consultant appointment. No payment will be issued until the sign-in process has been completed.**

### **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 AY employee may be employed up to 125% time during non-academic 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 twelve-month year. For the basis of our new Automated Special Pay system, however, the term will be utilized to determine maximum amount of work permitted.

During Spring Break and Summer, AY 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, twelve-month faculty have only two (2) additional hours available per day. Please see example chart below:

| 2023 – 2024 Academic Year Additional Employment Calculations |   |       |       |  |       |       |
|--|---|-------|-------|--|-------|-------|
| Term   | Maximum Additional Employment for Academic Year faculty |       |       | Maximum Additional Employment for 12-month faculty |       |       |
|  | Work Days   | Hours | Units | Work Days  | Hours | Units |
| Fall 23  | 21  | 168   | 3.75  | 21   | 168   | 3.75  |
| Winter 17*   | 15  | 120   | 3     | 5  | 40    | 0     |
| Spring 24  | 21.5  | 172   | 3.75  | 21   | 172   | 3.75  |
| Spring Break   | 6   | 48    | 0     | 1  | 8     | 0     |

\*Winter session available days will fluctuate depending on Winter Session offered courses and schedule

During Summer Session, the 125% policy still applies. Below is a table of how summer additional employment availability is broken down:

| Summer |                 | Maximum Additional Employment for Academic Year faculty |       |       | Maximum Additional Employment for 12-month faculty |       |       |     |
|--------|-----------------|---|-------|-------|--|-------|-------|-----|
|        | Summer Sessions | Work Days   | Hours | Units | Work Days  | Hours | Units |     |
|        | Session 1       | 12 weeks  | 68    | 544   | 12   | 15    | 120   | 2.6 |
|        | Session 2       | 6 weeks   | 34    | 272   | 6  | 7.5   | 60    | 1.3 |
|        | Session 3       | 6 weeks   | 34    | 272   | 6  | 7.5   | 60    | 1.3 |

In the case where summer session dates overlap, the maximum hours will be combined and calculated.

### Department Chairs during Summer Session

Department Chairs (12-month) are allowed to teach during Summer Session, per the MOU established within CSUN. Any additional time which goes over the 25% overage will have to be taken as vacation days.

Example:

3-Unit Summer Session Course Taught Over 12 Weeks:

45.33 hrs/unit x 3 units = 136 hours

136 hrs > 120 hrs (10 hrs x 12 weeks)

136 hours - 120 hours – 2 vacation days taken will cover the remaining 16 hrs.

### **Intersession Employment for Academic-Year Faculty**

Academic year faculty may teach during intersession. Caution must be taken so that the number of units assigned over the length of the intersession course does not exceed the allowable overage.

Example:

3 Unit Intersession Course Taught Over 3 Weeks

136 hours/3 weeks = 45.3 hours per week average

45.3 < 50 hours/week so this is allowed

### **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 the 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.

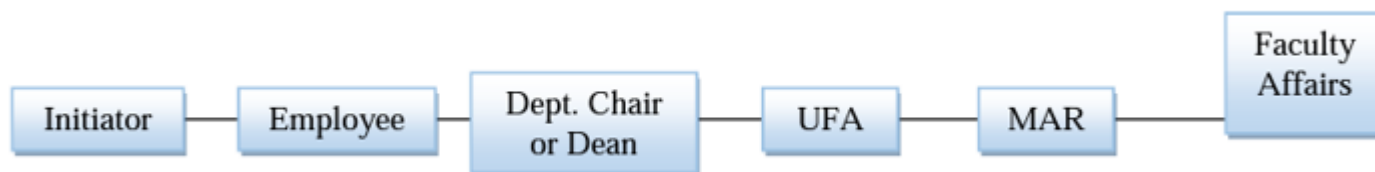
#### IV. AUTOMATED ADDITIONAL PAY SYSTEM

The Automated Additional Pay system has been designed to capture all additional employment performed through State, Extended Learning, and The University Corporation (TUC) simultaneously per term (Fall, Winter, Spring, Summer) using a two-step process.\* All additional work requests will be entered in the system as **Pre-Authorizations** for the current term only. Once the pre-authorizations have been approved and the work has been completed, then the **Payment Authorizations** can be submitted for processing. All faculty will have the ability to track their additional work using this system.

\*Job code 2403 will only require the Pre-Authorization step.

##### How the System Works

The Automated Additional Pay system tracks additional work for faculty based on term only, and it has various levels of approval that have been set up for each individual college based on their needs. Levels of approval may include the following:



Please note that levels of approval vary by college, as well as by funding sources (i.e. - State, Extended Learning, and The University Corporation).

##### Pre-Authorization

The first step in the process is the ***Pre-Authorization***, which is required for all additional work. The additional work requested must be for the current term only. As a result, the system will not allow retroactivity; however, future term dates will be permitted. Faculty or department designees can initiate the Pre-Authorization. Once it is entered in the system, the Pre-Authorization will reserve the amount of time requested of additional work for that term. The amount requested will remain reserved unless the request is cancelled or denied. Pre-Authorizations may cross several months within one term.

##### Payment Authorization

The second and final step in the Automated Additional Pay system before payment is issued is the ***Payment Authorization***. Payment Authorizations can only be entered once work has been completed. Future dating will not be allowed in this step. Faculty or designee can initiate the payment authorization.

In the system, the 25% overage allowed is calculated after the 1.0 FTE is reached. Thus, for part-time faculty whose appointment(s) do not equate to 1.0 FTE, the 25% will not be calculated until full-time status is reached.