

ADDITIONAL EMPLOYMENT: EMPLOYEE VERIFICATION FORM

Additional Employment is the term used to describe any employment compensated by the CSU or its auxiliaries, regardless of the source of funding, that is in addition to the primary or normal work assignment for which the individual is employed. This policy applies to the assignment of additional employment to CSU employees in any regular CSU program or auxiliary organization. This document is consistent with the provisions regarding additional employment in all current faculty and staff bargaining agreements as of the issue of this policy. **However, if there should be a conflict between this document and the provisions of a collective bargaining agreement, the collective bargaining agreement is controlling for members of that bargaining unit.**

There are additional restrictions if an individual is a retired CalPERS annuitant or on the Faculty Early Retirement Program (FERP).

FACULTY UNIT EMPLOYEES:

The faculty collective bargaining agreement (Unit 3) limits CSU employment for faculty unit employees to the equivalent of one full-time position in a primary or normal work assignment. However, the Unit 3 Agreement provides for additional employment of up to twenty-five percent of a full-time position if the additional employment meets one of the following tests: 1) consists of employment of a substantially different nature from the primary or normal work assignment; or 2) is funded from non-general fund sources; or 3) is the result of part-time employment of more than one campus. Twenty-five percent additional employment is calculated as a percentage of full-time workload or full-time timebase. When applying the limitations of the additional employment policy, the time periods that are NOT counted for faculty are:

- 12-month faculty – Vacation days and non-academic work days.
- 10-month faculty – Vacation days, months not worked, and non-academic work days.
- Academic year faculty – All nonacademic year work days and time periods between academic years.

Almost all instructional faculty are employed on an academic year basis. Department chairs and some instructional faculty with special assignments are employed on a 12-month basis. Counselors, Librarians, and Coaches in Unit 3 (Faculty) may be employed on a 12-month, 10-month, or academic year basis.

NON-FACULTY (EXEMPT) EMPLOYEES:

Employees whose primary work assignment is in a represented or non-represented staff position (including those in the Management Personnel Plan) which is determined to be “exempt” from the overtime provisions of the Fair Labor Standards Act do not receive additional compensation for work that is considered to be a part of their primary work assignment. However, except as noted below for MPP employees, exempt employees may be assigned additional employment equivalent to twenty-five percent above a 1.00 full-time equivalent timebase if the additional assignment is unrelated to their primary work assignment. Exempt employees are not eligible for overtime payments.

MANAGEMENT PERSONNEL PLAN (MPP) EMPLOYEES:

MPP employees can be given an additional appointment only for a special assignment and only for a short-term duration. Prior approval from the Vice President for Human Resources is required. A continuing additional appointment in the General Fund is not allowed pursuant to the Supplemental Compensation policy of the CSU (HR 96-13).

NON-EXEMPT EMPLOYEES:

University employees in positions classified as “non-exempt” from the provisions of the Fair Labor Standards Act must be paid overtime for all hours worked in excess of forty hours in a week in accordance with the provisions of the Fair Labor Standards Act and collective bargaining agreements, if applicable. This provision would generally apply to all additional appointments.

I have read the Additional Employment Policy and affirm that accepting this additional employment conforms to the policy.

Name (print) _____ Date _____

Name (signature) _____