

ADDITIONAL EMPLOYMENT: PROCEDURES

The following procedures are designed to implement the campus policy on additional employment. These procedures apply to Sacramento State and its recognized auxiliaries when individuals employed by the campus are also hired for additional employment.

PRE-EMPLOYMENT:

1. The hiring unit or department must verify the current University or auxiliary employment timebase of the individual to determine whether an offer of additional employment can be made.
2. The hiring unit or department will contact the Office of Human Resources (HR) to confirm the employment timebase for all individuals currently employed as a special consultant at Sacramento State.
3. Those hired under the additional employment policy will be required to verify by signature that they have read the campus additional employment policy and that the proposed additional employment does not violate campus policy.
4. A copy of the verification document will be given to the employee. The original will be kept by the hiring unit or department.

POST-EMPLOYMENT:

1. Within two (2) weeks of the beginning of each fiscal quarter, a report will be sent by the auxiliaries to HR. This report, divided by faculty, staff, or management, will note the timebase for every individual employed by the auxiliary who also holds campus employment.
2. The report will note the timebase and/or hours worked per month for each individual listed.
3. HR will review these lists to identify individuals who may be at risk of exceeding the limits of additional employment.
4. This information will be communicated to the auxiliary with the goal of closely monitoring the situation to avoid exceeding additional employment requirements.

Questions regarding additional employment policy or procedures should be addressed to HR at Sacramento State.