

# Division of Academic Affairs

## Academic Budget and Planning Faculty Additional Pay Process (Rev 10/23/2019)

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### **Background**

As a condition of the Unit 3 CBA and system policy, the Chancellor's Office limits faculty from working more than 125% on all employment paid through the CSU or any of its auxiliaries (e.g., CEGE, University appointment, grants, and contracts) within a given period.

The CBA allows up to 25% overload if the additional employment:

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 on more than one campus.

Overload limitations and calculations are based on time-base, not salary. When applying the limitations of the Additional Employment Policy to academic year employees, the time-base is calculated based on the number of hours within each work/break period, as follows: Academic Work Days: Faculty may work up to an additional 25% during academic workdays.

\*Break: Faculty in academic year assignments may work one full-time and one appointment not to exceed 25% on campus-funded activities working on grants and contracts, if one of the three tests listed above is met by the appointments. Any one appointment may not exceed full-time; for example, a faculty member cannot be appointed above full-time to one grant.

For 12 month faculty, the time-base is calculated based as follows: the general rule is that the 25% overload is calculated on a weekly basis, allowing ten hours per week for additional employment. Faculty in additional appointments paid at a daily rate (e.g., Special Consultant) are considered to have worked a full (8-hour) day for each day charged, regardless of the number of hours reported. Normally, when using a daily rate appointment in addition to a full-time primary appointment, the number of days of additional appointment should not exceed a monthly average of one day per week. Please contact the college AA/S if you have questions regarding the calculations for additional pay.

### **Process for Completing 2403's and 4660's (includes 2322, 2323 & 2363)**

- The staff support person from the non-academic unit (e.g. Q2S, TRC, FCE, OCE, AR, OSR, CFS, CEGE, ATI or ABP), will determine the faculty member's college and analyst using the campus directory.
- The staff support for the awarding unit will contact the Faculty member who has completed additional work to complete and sign two timesheets (found on Faculty Affairs Website).
- The staff support for the awarding unit will work with the college analyst to ensure the form has been completed with the necessary information (pay rate, dates, etc.).

- The staff support for the awarding unit will ensure the timesheet and Memo of Intent to Hire have been completed, and ensure a copy has been provided to the college analyst for review, signatures, and input into the faculty additional pay database.
- The college analyst will forward the signed documents to staff support for the awarding unit to ensure that the timesheet is approved by the awarding unit Director/Administrator.
- The staff support for the awarding unit will forward the finalized documents to the AA/S for Academic Budget & Planning for processing into Workforce Administration.
  - CFS and Q2S are responsible for processing into Workforce Administration. No need to forward to the Academic Budget & Planning AA/S.
  - CEGE is responsible for processing into Workforce Administration, so the finalized documents are to be forward to CEGE's analyst (AA/S). Additionally, CEGE prepares a contract and sends it to faculty for signature.

### **UEC Additional Work**

- The staff support person from the non-academic unit (e.g. Q2S, TRC, FCE, OCE, AR, OSR, CFS, ATI or ABP), will determine the faculty member's college and analyst using the campus directory.
- The staff support for the awarding unit will contact the Faculty member who has completed additional work to complete and sign two UEC timesheets and the Personnel Transaction Form if necessary (found on UEC's Website).
- The staff support for the awarding unit will work with the college analyst to ensure the forms have been completed with the necessary information (pay rate, dates, etc.) and has been signed by the Dean (this includes the UEC Personnel Transaction Form if necessary).
- If this is the first time the faculty member will be paid through UEC they must fill out necessary paperwork in the UEC Human Resources office before the payment can be processed.
- The staff support person for the awarding unit will ensure the required paperwork has been submitted to UEC payroll.

### **College to College Additional Work**

- The awarding college analyst will contact the college analyst for the faculty member to determine whether a transfer of funds is the most efficient way to process faculty additional pay.
- If a transfer of funds will not suffice, the college analysts will discuss and determine the payment process that is most efficient.
- The awarding Dean will be the approver on college to college faculty additional pay.