

## **GUIDELINES AND PROCEDURES ON UNIVERSITY-COMPENSATED FACULTY ADDITIONAL EMPLOYMENT FAM 603.4**

These guidelines explain and clarify University procedures on university-compensated faculty additional employment and the reporting of such employment. Additional employment is defined as "any employment compensated by CSU, funded by the general fund or non-general funds including CSU auxiliaries, that is in addition to the primary or normal employment of a faculty unit employees." (See Article 36 of the Collective Bargaining Agreement for Unit 3) Typical examples of additional employment include CSUSB grants and contracts; Extended Learning appointments; service to other CSU's, the Chancellor's Office, other State agencies, or other campus divisions; and any other assignments when funded as additional income as opposed to assigned time.

1. The additional employment restrictions apply to all academic year and 10-month faculty members on weekdays and weekends during the academic year covered by the academic calendar prepared by the Division of Academic Affairs. For full-time 12-month faculty members such as Chairs, additional employment restrictions are applicable at all times, except for vacation time.
2. Faculty members are allowed compensation for additional employment totaling an additional 25% of the academic year time base. Using a standard 40-hour week, the 25% percent maximum would be compensation for 10 hours per week.
3. While the 25% additional employment is computed over the academic year, appropriate justification should be provided for exceeding the 25% maximum per quarter. All commitments that exceed the acceptable maximum in a quarter must be recommended by the College Dean and approved by the Associate Provost for Academic Personnel.
4. Additional employment activities covered by these guidelines can occur through sponsored program (grant and contract) activity, through services to Extended Learning, or through special assignments for the university, other CSU campuses, or the CSU Chancellor's Office.

Grant and contract authorization is obtained through the normal Sponsored Programs institutional clearance process. To obtain approval for additional employment not involving a grant or contract, authorization must be obtained from one's school dean. The Dean will then notify the Associate Provost for Academic Personnel via memo. (See Attachment A for a sample notification memo.)

5. As a matter of good practice, faculty compensation for additional employment should be based upon prevailing rates appropriate to their expertise and professional standing. In situations where additional employment is to be paid at a rate substantially higher than the faculty member's state salary rate, (or, in the circumstance of a fixed price contract where the hourly rate cannot be known in advance but which may generate a rate substantially higher than the faculty member's salary rate), an explanation should be provided at the time the grant or contract proposal is submitted.
6. In computing additional employment hours when teaching degree-applicable lecture or seminar courses, a minimum of one additional hour for preparation should be added for each hour the class meets per week. For example, if the lecture or seminar course meets for 4 hours per week, the number of hours to be reported as additional employment should be 8. In all other courses or non-teaching instances, the number of additional employment hours reported should be the actual number of hours spent on the project or assignment.
7. Additional employment for faculty members must be based on or be converted to an hourly rate. This rate must be clearly indicated on all time sheets or transaction forms authorizing such compensation.
8. All time sheets for additional employment must be reviewed and signed by the College Dean before being forwarded to the Foundation or State Payroll Office.
9. The offices of Payroll, Extended Learning, and the Foundation for the CSUSB, shall each complete a form listing all compensated additional employment hours worked by faculty members. The form(s) (see Attachment B for a sample) will be in calendar format reflecting the academic year, 10-month, and 12-month employees covered by these guidelines. Completed forms shall be submitted to Academic Personnel for compilation and monitoring. The employee shall also receive a copy of each form. At the end of the academic year, the Associate Provost for Academic Personnel shall submit a report to the Vice President for Academic Affairs/Provost on University-Compensated Faculty Additional Employment.