

Additional Employment Policy

The CSU Additional Employment Policy (HR 2002-05) sets limits on employment within the CSU system and requires the University to monitor auxiliary employment of University employees¹. According to the policy, CSU employment is defined as any employment compensated through CSU payroll, regardless of funding source (e.g. general fund, lottery, extension, CSU employment reimbursed by an auxiliary or other source). Outside employment is any employment not compensated through CSU payroll, including CSU auxiliary employment. When determining additional employment under the CSU Additional Employment Policy, all CSU employment and all CSU Auxiliary employment are considered together.

Additional employment, the combination of CSU employment and CSU Auxiliary employment, cannot exceed twenty-five percent of a full-time position in excess of a full-time (100%) time-base. For faculty, additional employment is sometimes referred to as “overload”. Overload refers to CSU additional employment of up to twenty-five percent of a full-time position in excess of a full-time workload, or when appropriate, in excess of a full-time time-base. Additional employment and overload limitations and calculations are based on workload or time-base, not salary.

In general, the salary rate for additional employment will be the same as for the primary assignment. A different rate of pay may be used if appropriate for the work performed and if allowed by the funding/granting source (e.g., private corporation contract). In the case of a federal grant or contract, the rate of pay for the additional employment must be the same as the CSU base rate of pay for the primary assignment. Additional employment and overload limits are calculated and applied independently during vacation, holiday periods and other academic breaks.

For employees covered by collective bargaining agreements, the additional employment provisions of the applicable collective bargaining agreement supersede this policy and govern the administration of additional employment. In particular, additional employment for Unit 4 employees is governed by Article 30 of the collective bargaining agreement between APC and CSU.

To provide adequate internal control over auxiliary resources, and to comply with the CSU Additional Employment Policy, written employment agreements are required for employment of University employees at all auxiliaries.

¹ This policy does not apply to student assistant employment.

Grants and Contracts

Current CSU and campus policies - Executive Order 168 and the [Policy on the Administration of Grant and Contract Activity](#) - prevent the hiring of project directors, consultants and other project staff until the terms and conditions of employment, particularly salary, have been documented in a written agreement between the individual and the employing auxiliary.

OMB Circular A-21, Section (8)(d) provides a limit on faculty compensation rates that can be charged to federally sponsored agreements. According to the circular, charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member's regular compensation for the continuous period that, under the policy of the institution concerned, constitutes the basis of his/her salary.

Other Auxiliary Activities

Written employment agreements are also required for University employees involved in auxiliary projects other than grants and contracts (e.g. summer programs, Programs for Children, etc.). University employees must negotiate written employment agreements prior to commencing work on any auxiliary project, regardless of the type of employment or the amount of compensation.

Written Employment Agreements

1. Employment agreements will exist between the compensating auxiliary and the University employee, but must be approved in advance by the employee's supervisor and the appropriate Dean or Vice President.
2. Written employment agreements must indicate the number of hours contracted during the applicable period (i.e., the calendar year for 12-month employees and the academic year for academic year employees). Written employment agreements must be obtained for each applicable period.
3. If an employee holds a non-exempt position and an exempt position, the employee must be considered non-exempt for additional employment pay purposes.
4. It is the responsibility of the employee and appropriate Dean or Vice President to negotiate compensation and complete the written employment agreement prior to commencement of work.
5. It is also the responsibility of the approving Dean or Vice President:
 - a. To review the employee's workload prior to approving additional employment, to ensure that the additional employment will not exceed that allowed by CSU and campus policy.
 - b. To determine that the agreed upon compensation rate is appropriate for the work performed and is within the limits prescribed by the funding source.
 - c. To determine, for an exempt employee, that the additional employment is unrelated to his/her primary work assignment.

6. It is the responsibility of the employee to file the approved written employment agreement with the auxiliary prior to requesting payment of compensation. It is also the employee's responsibility to notify the employing auxiliary of any change in University employment status within thirty days of the change.
7. It is the responsibility of each auxiliary to determine during the hiring process if an individual is a University employee. In addition, payment of auxiliary compensation to a University employee may be delayed until such time as a properly approved written employment agreement is filed with the auxiliary.
8. To ensure proper University oversight, Auxiliaries will prepare annual reports of authorized additional employment, compensation paid and hours worked for all University employees. These reports will be prepared and submitted as follows:
 - a. A report of authorized additional employment indicating employee name, period of employment, and authorized work hours and compensation – this report, based on the fiscal year, is due to the President, Vice Presidents, Academic Personnel and Human Resources by September 30.
 - b. A calendar year report of hours worked and compensation paid, due to the President, Vice Presidents, Academic Personnel and Human Resources by January 31.
9. Academic Personnel and Human Resources will monitor compliance with the CSU Additional Employment Policy for employees listed on the above noted reports.