

## **Written Employment Agreements**

To provide adequate internal control over auxiliary resources, written employment agreements are required for employment of university employees at all auxiliaries.

### **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.

Guidance on the development and implementation of written employment agreements is provided below.

### **Other Auxiliary Activities**

Written employment agreements will also be 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 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 time period, the calendar year for 12-month employees and the academic year for 10-month and academic year employees. Written employment agreements must be obtained for each applicable period.
3. 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. The requirement for written employment agreements as outlined herein apply to compensation earned after June 30, 1999.
4. It is the responsibility of the employee to file the written employment agreement with the auxiliary prior to requesting payment of compensation.

***Auxiliary Additional Employment***

California State University, Fresno

September 1, 1999

Policy No. G-35.2

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5. Auxiliaries will not compensate a university employee until such time as a properly approved written employment agreement is filed with the auxiliary.
6. To ensure proper university oversight, Auxiliaries will prepare annual reports of compensation paid and hours worked for all university employees.