

## **Policy on Additional Employment: Managers**

The purpose of this section of the policy is to clarify the job responsibilities that are considered part of the normal job assignment of all management personnel plan (MPP) employees, the circumstances under which an MPP employee can receive additional compensation for additional duties.

### **Normal Job Responsibilities**

Each manager shall during his or her hours of duty devote full time, attention, and efforts to his or her university employment. The responsibilities of managers include decision-making, providing leadership, providing approval authority, being available to constituents during normal work hours, supporting the academic mission of the University by providing occasional classroom instruction related to their area of expertise, service to the university by serving on committees, representing the university within The California State University and in the community, and pursuing professional development.

### **Additional compensation for additional responsibilities**

No employee can be compensated for more than 1.25 positions per calendar year, or 25% of a regular 40 hour work week. This limit is established by the CSU Additional Employment Policy. Under no circumstances should a manager accept an additional position that will detract from his or her ability to perform the normal full-time job duties of the primary position.

However, due to the nature of their areas of expertise and level of responsibility, managers may have the opportunity to occasionally assume significant additional responsibilities, usually on a temporary basis typically through grant related activities. Managers shall be limited to 1.25 positions (based on hours not compensation) whether through general fund or the foundation. Although exempt employees often work more than a 40 hour week, for the purpose of this policy the additional .25 position is based on the 40 hour standard, or an average of 10 hours per week.

Managers shall not be compensated for teaching assignments in regular classroom instruction related to their area of expertise for which they were hired as these are considered part of their regular job duties. This does not apply to courses taught through Extension.

It should be noted that the restrictions discussed here do not apply to private consulting which may be undertaken on vacation leave or other approved leave.

Managers who are already engaged in auxiliary employment outside their regular job assignment at the time this policy is implemented should provide to their supervisors and appropriate Dean or Vice President a summary of that activity (i.e. expected duration or assignment, and average amount of time contributed weekly). In the event current responsibilities exceed the 1.25

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limitation, they should provide a plan for coming into compliance with this policy within a reasonable period of time.