

The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(562) 985-2670

Date: September 22, 1997

Code: HR 97-07

To: Presidents

From: Samuel A. Srafaci
Interim Senior Director
Human Resources

Subject: **Revised Additional Employment Policy**

Enclosed is a revision to the California State University policy on additional employment. The Additional Employment policy has been revised to reflect the significant changes (e.g. collective bargaining, extension of the Fair Labor Standards Act to cover public sector organizations, elimination of work week groups) that have occurred since the policy was last revised in 1982. Please note that this policy supersedes FSA 82-20.

The Additional Employment policy establishes reasonable limits and guidelines regarding the total amount of employment an individual may have with the California State University. For employees in collective bargaining agreements, the provisions of the Memorandum of Understanding regarding additional employment, which are detailed in this revised policy, govern the administration of additional employment. Non-exempt employees are paid overtime in accordance with the provisions of the Fair Labor Standards Act and the Memorandum of Understanding, if applicable.

If you have questions regarding this policy, please call Ron Hull (562/985-2653) or Pamela Chapin (562/985-2652) in Human Resources.

SAS/rh

Attachment

Distribution:

Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs
Vice Presidents, University Advancement
Vice Presidents, Information Systems
Associate Vice Presidents/Deans, Faculty Affairs

Personnel Officers
Employee Relations Designees
Benefits Officers
Payroll Supervisors
Budget Officers

**ADDITIONAL EMPLOYMENT
POLICY OF THE CALIFORNIA STATE UNIVERSITY**

Office of Human Resources
September, 1997

“Additional Employment” is the term used to describe any employment compensated by The California State University, regardless of the source of funding, that is in addition to the primary or normal work assignment for which the individual is employed. However, this policy does not apply to employment outside the CSU. CSU employees may, consistent with campus policies governing outside activities, be employed outside the CSU system.

The Additional Employment policy establishes reasonable limits on the total amount of employment an individual may have with The California State University (CSU). This policy applies to the assignment of additional employment to CSU employees (through either employment or personal services contract) in any regular CSU program or auxiliary organization. Each campus is responsible for determining the extent of an employee's CSU workload prior to appointment to any position.

For employees in collective bargaining agreements, the provisions of the Memorandum of Understanding regarding additional employment, which are detailed in this policy, govern the administration of additional employment.

FACULTY UNIT EMPLOYEES

The faculty contract limits CSU employment for faculty unit employees to the equivalent of one full-time position in a primary or normal work assignment. However, the Memorandum of Understanding (MOU) provides for additional employment of up to twenty-five percent of a full-time position if the additional employment: 1) consists of employment of a substantially different nature from the primary or normal work assignment; 2) is funded from non-general fund sources; or 3) is the result of part-time employment on more than one campus.

According to the MOU, the twenty-five percent additional employment is calculated as a percentage of full-time workload or full-time timebase. When applying the limitations of the additional employment policy, the applicable time period for twelve (12) month employees is based on the calendar year. The applicable time period for ten month or academic year employees is based on the academic year at semester/quarter campuses and the individual's academic year at QSYRO campuses, exclusive of time periods between academic years, time periods between academic terms, and the vacation periods of the employee.

EXEMPT EMPLOYEES

Employees whose primary work assignment is in a represented or non-represented staff position (including those in the Management Personnel Plan) which is determined to be “exempt” from the overtime provisions of the Fair Labor Standards Act do not receive additional compensation for work that is considered to be a part of their primary work assignment. However, exempt employees may be assigned additional employment equivalent to twenty-five percent above a 1.00 fulltime equivalent timebase if the additional assignment is unrelated to their primary work assignment.

The provisions of the Memorandum of Understanding regarding additional employment provide the appropriate procedures for the administration of additional employment pay for exempt employees in collective bargaining units. Additional employment pay for exempt employees excluded from collective bargaining is governed by appropriate campus or system policies or procedures.

NON-EXEMPT EMPLOYEES

Employees in positions classified as “non-exempt” from the provisions of the Fair Labor Standards Act, as amended, must be paid overtime for all hours worked in excess of forty hours in a week in accordance with the provisions of the Fair Labor Standards Act and collective bargaining agreements, if applicable.

If an employee holds both a non-exempt position and an exempt position at the same time, the employee must be considered as non-exempt for pay purposes and is eligible for overtime pay for any hours worked after 40 hours in a week.