

Additional Employment

Policy No.: 570-30

Effective: 3/21/00

POLICY:

The policy of the university is to comply with the Additional Employment regulations of The California State University (CSU) for state and auxiliary employees employed on the campus. Compliance involves following the regulations of the CSU system and all provisions of collective bargaining agreements that are applicable, as well as the Fair Labor Standards Act.

PURPOSE:

The purpose of the policy is to describe the regulations and the procedures applicable to additional employment on the campus to ensure that these personnel actions are properly approved and documented.

APPLICABILITY:

This policy applies to all faculty, staff, student assistants, graduate assistants, and teaching associates employed at California State University, Northridge or any of its authorized auxiliary organizations. The auxiliary organizations which can employ state employees include the Associated Students, University Student Union, and the University Corporation. This policy also applies to employment within the College of Extended Learning. Summer session and intersession faculty appointments are, therefore, covered by this policy.

PROCEDURES:

The following procedures must be used to review, approve and process additional employment personnel transactions.

Instructional Faculty:

1. Requests to hire instructional faculty to additional appointments including extension and summer session appointments through the state payroll process, must be completed on the Authorization for Special Pay document (C-60-7-OHRS-PS, automated form 3/99) and approved by the appropriate Dean or designee **and** the Office of Faculty Affairs. For assistance, call the Office of Faculty Affairs, ext. 2962.
2. Requests to appoint instructional faculty, including project directors, to additional appointments with a campus auxiliary organization must be approved by the appropriate Dean or designee and the Office of Faculty Affairs in consultation with the Office of Graduate Studies, Research and International Programs. For assistance call the Office of Faculty Affairs, ext. 2962, or the Office of Graduate Studies, Research and International Programs, ext. 2138.

All Other Employees:

Requests for additional appointments for all other employees must be processed through the Office of Human Resource Services by completing a standard personnel requisition form for State or Auxiliary employees. For assistance call the Office of Human Resource Services - Employment Development, ext. 2101.

RESPONSIBILITIES:

1. **College Dean or designee and the Office of Faculty Affairs:** Responsible for the approval of additional employment for instructional faculty through the state payroll process.
2. **College Dean or designee and the Office of Faculty Affairs in consultation with the Office of Graduate Studies, Research and International Programs:** Responsible for the approval of additional employment for instructional faculty, including project directors, with a campus auxiliary organization.
3. **Office of Human Resource Services – Employment Development:** Responsible for the approval of additional employment for all non-instructional employees.

REFERENCES:

Unit 3 Faculty – [Article 36 on Additional Employment](#).

Unit 4 Academic Support – [Section 17.11 Teaching Responsibilities & Article 30 on Outside and Additional Employment](#).

[Additional Employment Policy of the California State University](#) (HR 97-07).

[Supplemental Compensation for Management Personnel Plan Employees](#) (HR 96-13).

[Appropriate provisions of the Collective Bargaining Agreements](#).

[Fair Labor Standards Act \(FLSA\)](#).

Memorandum of June 2, 1997 from Provost and Vice President of Academic Affairs, subject: Teaching Assignments for Full-Time Management Personnel in Academic Affairs

Definitions/Guidelines:

1. Additional Employment is the term used to describe any employment compensated by the CSU, regardless of the source of funding, that is **in addition** to the primary or normal work assignment for which the individual is employed.
2. The Additional Employment policy establishes reasonable limits on the total amount of employment an individual may have with the CSU. This policy applies to the assignment of additional employment to CSU employees in any regular CSU program or auxiliary organization.
3. This document is consistent with the provisions regarding additional employment in all current faculty and staff bargaining agreements as of the issue of this policy. The Additional Employment policy will be updated on an annual basis whenever new bargaining agreements come into effect. **However, if there should be a conflict between this document and the provisions of a collective bargaining agreement, the collective bargaining agreement is controlling for members of that bargaining unit.**

Faculty Unit Employees:

The faculty collective bargaining agreement (Unit 3) limits CSU employment for faculty unit employees to the equivalent of one full-time position in a primary or normal work assignment. However, the Unit 3 Agreement provides for additional employment of up to twenty-five percent of a full-time position if the additional employment meets one of the following tests:

1. consists of employment of a substantially different nature from the primary or normal work assignment; or
2. is funded from non-general fund sources; or 3) is the result of part-time employment on more than one campus.
3. 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 time periods that are NOT counted for faculty are:
 - a. 12 month faculty - Vacation days and non-academic work days.
 - b. 10 month faculty - Vacation days, and months not worked and non-academic work days.
 - c. Academic year faculty - All non-academic year work days and time periods between academic years.

Almost all instructional faculty are employed on an academic year basis. Department Chairs and some instructional faculty with special assignments are employed on a 12 month basis. Counselors, Librarians, and Coaches in Unit 3 (Faculty) may be employed on a 12 month, 10 month or academic year basis.

(Non-Faculty) 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, except as noted below for MPP employees, exempt employees may be assigned additional employment equivalent to twenty-five percent above a 1.00 full-time equivalent timebase if the additional assignment is unrelated to their primary work assignment.

The provisions of the collective bargaining agreement regarding additional employment provide the appropriate regulations for the administration of additional employment pay for exempt employees in collective bargaining units.

Management Personnel Plan Employees:

MPP employees can be given an additional appointment only for a special assignment and only for a short-term duration. A continuing additional appointment in the General Fund is not allowed pursuant to the Supplemental Compensation policy of the CSU (HR 96-13). Further, Academic Administrators may not be paid for any CSUN teaching assignment they accept in the General Fund unless a specific exemption is granted by the Provost and Vice President of Academic Affairs (see policy Reference Section for June 2, 1997 memorandum from Provost and Vice President of Academic Affairs).

Non-Exempt Employees:

Employees in positions classified as "non-exempt" from the provisions of the Fair Labor Standards Act 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. This provision would generally apply to all additional appointments. All exempt employees are not eligible for overtime payments.

FORMS:

[Authorization For Special Pay](#) - (Form C-60-7 OHR-PS, automated form, 3/99)

[Personnel Requisition Form](#) - (form OHR Form 20-15, 3/95)

FURTHER INFORMATION:

Office of Human Resource Services (818) 677-2101

APPROVED BY THE PRESIDENT