

New Chair Orientation



Nuts and Bolts of Additional Pay and Leaves

Thursday, August 15, 2024

Additional Employment/Pay

Additional Employment

Additional Employment – 125% Policy

- Per the Faculty Collective Bargaining Agreement (CBA) and the CSU System-Wide Additional Employment Policy (HR 2002-05) the limit of total workload and individual may have is 125% within the CSU system (25% overage of full-time time base).
- Per CBA, additional employment must meet the following criteria:
 - Consist of employment of a **substantially different nature** from the primary appointment; or
 - Is funded from **non-general fund sources**; or
 - Is the result of the accrual of part-time employment on more than one campus
- Limitations apply to work performed for:
 - CSU campus
 - CSU auxiliaries (e.g., TUC, Foundation/ University Advancement)
 - Tseng College of Extended Learning

Note: Substitute work (job code 2356) also falls under the category of “additional work”, thus only faculty who have less than a full-time time base can substitute.

** FERP Participants, Rehired Annuitants, Faculty on any type of Leave of Absence, and 12-month Faculty/Chairs are further restricted on additional work.*

Additional Employment Availability

Fall 2024: 21.25 days available for additional work (25%)

Spring 2024: 22 days available for additional work (25%)

Note: The number of days available each semester is the total across all areas (State, ExL, TUC) combined.

State:

- 4660 – daily job code (21 days)
- 2403 – paid based on time base (25%)
- 2356 – hourly job code (168 hours) for hours of instruction

ExL:

- 2322/2323 – paid for units worked (3.75 units)
- 2363 – hourly job code (168 hours)
- Also use 4660 and 2403 job codes

TUC:

- No job codes – uses partial and whole days (21 days)


Additional Employment Pay for 12 Mo. Chairs

- Allowed 10 hours per week on top of primary appointment
(as long as CBA conditions are met)
- Teaching allowed only during academic terms and summer*
**chairs must have vacation days available for classes taught during summer term to subsidize the overage of time. Vacation hours will be automatically deducted by HR.*

Chair Additional Employment				
Term	Teach a Course	Consulting/Grant Work	Vacation Days Required	Notes
Winter	Not allowed	Allowed	N/A	Not enough time available to teach
Spring Break	Not allowed	Only one day per week per usual	N/A	12-month faculty still work during Spring Break so no additional time available
Summer	Allowed	Allowed	Only for classes taught	There are 120 hours allowed during summer term. If going over this amount teaching class, use vacation time to make up the difference

Approving Additional Pay Requests

As an approver of Additional Pay Pre-Authorization and Payment Authorization requests, you will receive a system-generated email notification stating that either a Pre-Authorization or Payment Authorization in one of the three designated areas (State, TUC, or ExL) have been submitted for an employee, and that it requires your approval.

 Thu 7/21/2022 8:04 AM
HNRPRD@calstate.edu
Additional Pay Application Needs Your Approval

To Corona, Yesenia

This is a System-generated message: Please do not reply

Dear Yesenia Corona,

An Additional Pay request for [REDACTED] has been approved by DFO/Designee in the State Pre-Authorization stage and now requires your approval. The request is for the term Summer Term 2022 during the period of 08/02/2022 to 08/31/2022.

Action Item:
Please review and approve this request promptly to ensure a timely payment to the employee.

To access this request, log into the CSUN Portal at www.csun.edu. From the Faculty or Staff tab use the Additional Pay pagelet to access the item requiring approval.

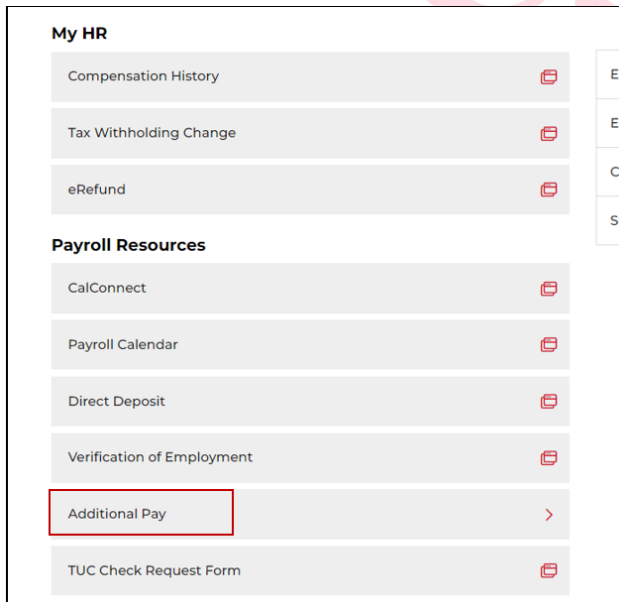
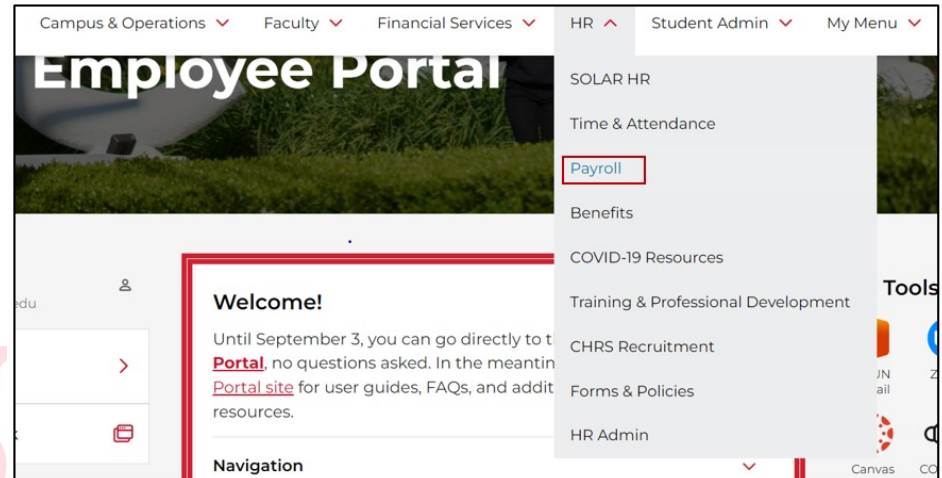
For questions regarding this additional pay, email: additional.pay@csun.edu

For instruction guides on Additional Pay requests please visit: www.csun.edu/faculty-affairs/additionalpay

❖ Job Code 2403 is the only one out of all the other job codes processed in the Automated Additional Pay system which does not require the Payment Authorization step. Because this is a monthly-appointment job code classification, when the Pre-Authorization request is approved at all levels and certified in Master Payroll Certification (MPC), the request will automatically begin the payment cycle.

Approving Additional Pay Requests

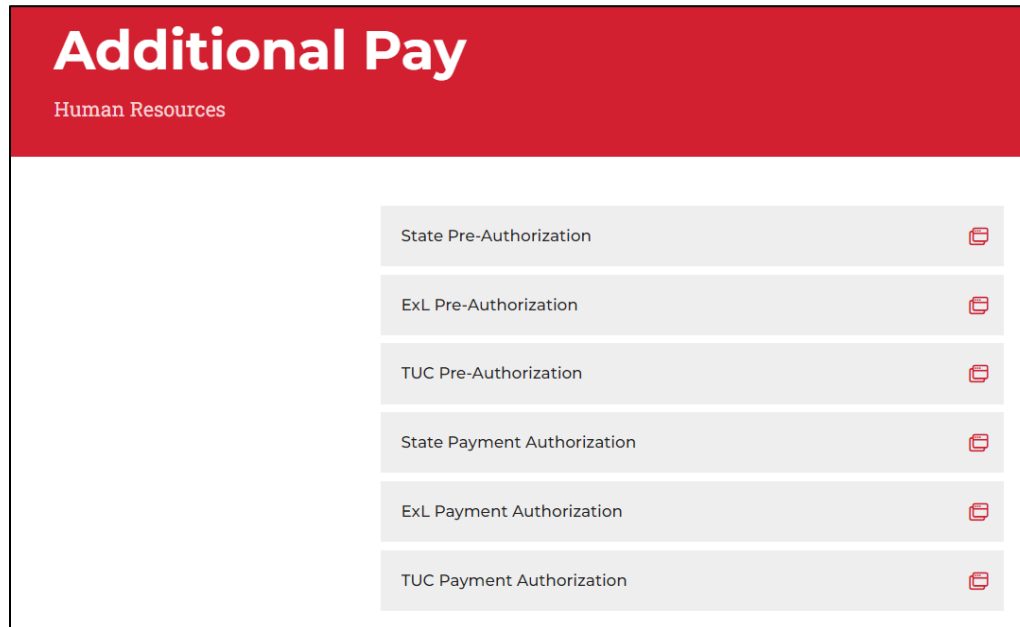
1.) Once logged in to the CSUN Portal, locate the HR dropdown and select Payroll



2.) Select Additional Pay under the Payroll Resources Menu

Approving Additional Pay Requests

The following options will appear:



Select the appropriate link to view the request pending your approval.

Approving Additional Pay Requests

Addnl Pay State Pre-Auth

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Empl ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Department:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Job Code:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Position Number:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Term:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Start Date:	=	<input type="text"/>	<input type="button" value="📅"/>
End Date:	=	<input type="text"/>	<input type="button" value="📅"/>
Seq #:	=	<input type="text"/>	
Name:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	
Status:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Action Level Description:	begins with	<input type="text"/>	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

1) Once on the Search Criteria page, ensure you stay on the “Find an Existing Value” tab to look up your pending requests.

2) Best way to look up pending requests is to hit the “search” button at the bottom of the page without entering any information in the search fields.

Approving Additional Pay Requests

Addnl Pay State Pre-Auth

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID:

Department:

Job Code:

Position Number:

Term:

Start Date:

End Date:

Seq #:

Name:

Last Name:

First Name:

Status:

Action Level Description: 4

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#)

Empl ID	Organization	Department	Job Code	Position Number	Term	Start Date	End Date	Seq #	Name	College	Status	Action Level Description	Last Updated	User Name	Last Updated Date-Time	Stamp
009790157	State	10376	2403	99745513	2215	07/01/2021	08/31/2021	1		ARTS_NORTH	S	4 DFO/Designee Approval	00989354		08/02/2021 11:42:03.000000AM	
100034192	State	10471	2403	99746294	2217	09/01/2021	12/01/2021	1		UNGRAD_ST	S	4 DFO/Designee Approval	09117071		08/10/2021 11:33:39.000000AM	
102067769	State	10173	2403	99745466	2217	09/01/2021	12/01/2021	1		CSBS	P	4 DFO/Designee Approval	03737203		08/17/2021 10:39:20.000000AM	
105557788	State	10175	4660	99741584	2215	08/01/2021	08/24/2021	1		CSBS	P	4 DFO/Designee Approval	03737203		08/17/2021 1:40:59.000000PM	
106629365	State	10376	4660	99744125	2217	07/29/2021	05/31/2022	1		ARTS_NORTH	S	4 DFO/Designee Approval	03063348		07/28/2021 5:51:33.000000PM	

If you have any pending requests, you will see them populate under the "Search Results", as shown below.

Approving Additional Pay Requests

Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate

Empl ID 102617578 Name [REDACTED] Empl Rcd 0 Emp Sts Active
 College CSBS Dept 10176 Psychology-8255 Union Cd R03 Full/Part Full-Time
 Job Cd 2360 Title Instr Fac AY FLSA Exempt Faculty

Application Status

Status **In Process. Approved By Employee**
 Level **3 Dean/Chair/Dir. Approval**
[View Approval History](#)

Pre-Authorization

Sponsoring Organization: Cal State University (State) Dept 10068 IT Acad Technology - 8223 College ACAD_TECH

Appontment Details
 Job Code 4660 Special Consultant For Term Summer Term 2017
 Position 99744595 Special Consultant *Start Date 08/16/2017 *End Date 08/22/2017
 Comp Type DLYRTE CSU Immediate Pay, Daily Rate Comp Rate 1141.600000 Nbr Of Days 2.00 Est. Comp 2283.20

*Description of Work: eLearning Institute part one payment

FTE Counts (Max FTE Allowed is 1.25)

Assigned by Job: 0.000000 This Request: 0.033334 Other Requests: 0.033334 Total Assigned and Requested: 0.066668 Available: 1.183332 Available Days 71.00

Funding Information

College/Dept Use Only: No action will be taken with funding information on this form. Please update funding via Manager's Workbench by the monthly deadline.

Fund	DeptID	Description	Program	Fund Class	Project/Grant	Job Code	Percent
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes And Comments

[View All Notes / Comments](#)

[Add To Notes / Comments](#)

Faculty Affairs Internal Comments

[View All Internal Comments](#)

[Add To Internal Comments](#)

Application Update Information

Created On 08/15/2017 Submitted By: [REDACTED] Last Updated By: [REDACTED] At 08/15/17 8:28:05.000000PM

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

Approving Additional Pay Requests

- ❖ Requests must be approved by all those in the approval path prior to the additional pay approval deadline, in order for the employee to receive payment on time.

Additional Pay deadlines can be located in the Payroll Calendar.



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

2024-2025 University Payroll Calendar

■	Academic Day – 85 academic days (Fall); 88 academic days (Spring).
■	Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).
⊙	Payday for Faculty, Staff, and 2403 Additional Pay – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
●	Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State Additional Pay (Job Codes: 4660, 2356, 2322, 2323, & 2363) – Pay warrants distributed to department designees by University Cash Services.
◆	Direct Deposit Posted for Faculty & Staff – Regular monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
▼	Additional Pay Approvals due (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)
△	Additional Pay Approvals due (Job Code(s): 2403)

August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			31	1	2	3
4	5	6	7	8	9	10
	❖	#		△	✓	
11		13	14	15	16	17
		I		●	F	
18	19	20	21	22	23	24
	*		☒			
25	26	27	28	29		
				⊙ ▼		

Pay Period 07/31/24 – 08/29/24 (22 days)

Additional Employment/Pay Information

Policy, Training Guides, Deadlines:

[http://www.csun.edu/faculty-
affairs/compensation](http://www.csun.edu/faculty-affairs/compensation)

Questions and Inquiries:

additional.pay@csun.edu

Faculty Leaves

Sabbaticals & Difference-In-Pay Leaves

A [sabbatical leave](#) is for the purpose of enhancing the University's educational environment and facilitating the professional development of faculty by affording opportunities for sustained focus on research, scholarly, and creative activity.

For an **initial** sabbatical leave or difference-in-pay leave, a full-time faculty member must meet these requirements:

- 1.They have completed 6 full academic years of full-time service at that campus in the preceding 7-year period before the leave.
- 2.It has been at least 6 years since any previous sabbatical or difference-in-pay leave.
- 3.*Prior service credit from other institutions counts towards meeting the initial 6-year requirement.*

For a **subsequent sabbatical leave** after an initial one, the faculty member must complete another 6 full academic years of full-time service after returning from the previous paid leave.

For a **subsequent difference-in-pay leave** after an initial one, the faculty member must complete 3 full academic years of full-time service after returning from the previous paid leave.

NEW! We have created **sabbatical eligibility tables** to help determine when you may become eligible:

[Faculty Without Prior Sabbaticals:](#) [Faculty With Prior Sabbaticals:](#) [Special Circumstances:](#)

How To Apply for A Sabbatical or DIP Leave

Step 1 →

Fill out the Google Form to indicate intent to apply for a Sabbatical or Difference-In-Pay Leave (DIP Leave).

[Click here for the Google Form Link:](#)
This Google Form is due by Friday, September 13, 2024 or earlier.

What do I do now?

- After you turn in the form, Faculty Affairs will "create a case" for you in Interfolio using your provided information. **This typically takes a few days.**
- Please wait for an email from [Interfolio](#), telling you that a "case has been created."
- Then, you can start applying for your Sabbatical/DIP Leave.
- In the meantime, you can proceed to Step 2, and gather materials for inclusion in Interfolio:
 - [Click here for the link to the PDF application](#), which is Step 2 of the Sabbatical/DIP Leave process.

Step 2 →

Complete the PDF application for sabbaticals which will take place during the 2025-26 Academic Year.
[Click here for the link to the PDF application](#), which is Step 2 of the Sabbatical/DIP Leave process.

Step 3

Upload the completed PDF application and required documents through [Interfolio](#):

I am applying for (mark one choice only):

Regular Sabbatical Leave

- Fall 2025 semester at full pay (centrally funded)
- Spring 2026 semester at full pay (centrally funded)
- 2025-26 academic year at half salary* (not centrally funded)
- Other - identify which two semesters from the 2025-26 and 2026-27 academic years you are requesting sabbatical leave at half salary* (not centrally funded) _____

Difference-In-Pay Leave (all not centrally funded)

- Fall 2025 semester at difference-in-pay*
- Spring 2026 semester at difference-in-pay*
- 2025-26 academic year at difference-in-pay*
- Other - identify which two semesters from 2025-26 and 2026-27 academic years you are requesting a difference-in-pay leave* _____

It is important to note that when choosing a sabbatical option on the application, **only the one-semester regular sabbatical leaves are available from the centrally funded sabbaticals.**

If a faculty member applies for a **one-year** sabbatical or DIP leave, they cannot convert later to a *one-semester* sabbatical.

Interfolio (Step 3) Preview:

California State University-Northridge > Your Packets >

Leave Application: Sabbatical

Preview Packet

Unit

California State University-Northridge

Type

Other

Candidate Instructions

View Instructions

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="radio"/> Sabbatical Application Form	1 required	0
<input checked="" type="checkbox"/> Memo & Written Justification if Planning on Holding Employment	0 required	0
<input type="radio"/> Proposal Attachment	1 required	0
<input type="radio"/> Current Curriculum Vitae	1 required	0
<input type="radio"/> Type of Leave Requested (Sabbatical)	1 required	0
<input type="radio"/> Disqualification Confirmation	1 required	0



Sabbatical Leaves

- Only the one-semester sabbaticals are part of the centrally funded sabbaticals.
- There are two sabbatical options to choose from: one semester, or, two semesters at half pay.
- Chair sabbaticals can vary, please contact FA.
- PERS service credit is pro-rated on two semesters at half-pay Sabbaticals.

Difference-In-Pay Leaves (DIP Leaves)

- DIP leaves do not count as part of the centrally funded sabbaticals.
- PERS service credit is pro-rated on difference in pay leaves.

How DIP Leave salaries are calculated:

DIP = Normal Monthly Salary minus Minimum of Rank 2, Instructor, AY Salary (which is currently \$5,007, as shown at this link: [Faculty Salary Schedule AY as of 7/1/23](#)) equals Monthly Salary on DIP Leave.

Example:

Professor X earns \$8,500 monthly as their salary. On DIP leave they would earn the following:

$\$8,500$ minus $\$5,007$ = $\$3,493$ Monthly Salary on DIP Leave.

Faculty Leaves

Personal and Professional

Personal Leaves:

- Can be with or without pay (LWOP)
- Without Pay - granted for up to 2 years. Full time faculty can apply for one-year at a time. Part time faculty can apply for one-semester at a time.
- LWOP need to complete Faculty Affairs form on FA website.
[\(LWOP FORM\)](#)
- Paid Leaves are handled with HR department and require documentation.

Professional Leaves:

- Can be without Pay unless applying for Sabbatical leave
- Leave for research or professional development that benefit campus
- Can negotiate service credit towards tenure/sabbatical credit

Personal and Professional Leaves

The Bottom Line

Do:

- Be supportive of your faculty member
- Listen
- Be flexible, leaves are temporary
- Keep your Dean informed

Don't:

- Make any promises
- Dismiss their needs
- Assume what their plan is
- Forget their rights, consult with FA and HR



Personal and Professional Leave Without Pay Application

The form is located on the Faculty Affairs website.

Application needs to be signed by applicant and forwarded to Chair and Dean for appropriate approvals.

For Part-Time faculty taking a LWOP can serve as a placeholder for entitlement purposes. The lecturer needs to be offered an appointment to take a leave from and number of units needs to be included.

APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY

Name of Applicant _____ Employee ID# _____

Department _____ College _____

Period of Leave Requested: Fall _____ Spring _____ or Academic Year _____
 (Leaves may be requested for up to two years) (year) (year) (year)

Other _____

Check One: Personal Leave Professional Leave**

Check One: Full-time Leave Part-time _____
 (% of Leave Requested)

**Statement in support of request required. Indicate how the leave will be utilized, what goals will be pursued, and how these efforts will benefit the University. Please attach to application.

For Professional Leaves of two or more years (including extensions)		YES	NO
Benefits Requested: (see Article 13.7 of the Unit-3 Faculty Collective Bargaining Agreement)	Credit toward Tenure: Request for one (1) year extension of probationary period	<input type="checkbox"/>	<input type="checkbox"/>
Credit contingent upon filing "Report of Activities During Leave of Absence Without Pay" form upon return from leave.			

NOTE: If LWOP occurs during Fall semester, applicant will not receive a paycheck for the following August. Consult Human Resources, Benefits Administration Office for effect on subsequent September benefits and benefits while on leave. If a full-time LWOP is requested, applicant should be aware that health benefits will only be available on a self-pay basis.

Signature of applicant _____ Date _____
 (Forward to Department Chair)

Leave Recommended: Yes ___ No ___

Signature of Department Chair _____ Date _____
 (Forward to College Dean)

Leave Granted: Yes ___ No ___

If leave denied, state reasons _____

Signature of College Dean _____ Date _____
 (If leave request granted by Dean, forward to Associate Vice President for Faculty Affairs for granting of credits)

RECOMMENDATION OF ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

Credit toward S.S.I. _____ Credit toward Tenure _____ Credit toward Sabbatical _____ Leave Report Needed _____

Signature of Associate Vice President, Faculty Affairs _____ Date _____

Comments: _____

Parental Leave

Information on Parental Leaves can be found in Article 23 of the Faculty Collective Bargaining Agreement.

Faculty have a lot of flexibility on Parental Leaves:

- 50 days of Parental Leave, OR,
- Leave Sharing with Spouse or Partner who is also Faculty Unit Employee, OR,
- Reduction in Workload (60% Reduction or 9 WTUs if Full time) for one semester for academic-year appointments.

****All options need to be approved by appropriate Administrator and the Parental Leave application completed, signed and authorized.*

Parental Leave

The Parental Leave application can be found on the Faculty Affairs website.

Questions:

Please call/email Faculty Affairs.

CSUN | CALIFORNIA
STATE UNIVERSITY
NORTHIDGE

Application for Paid Parental Leave
Office of Faculty Affairs

APPLICATION FOR PAID PARENTAL LEAVE (Faculty)
(Up to 50 Workdays)

Please review Sections A, B, C, and D when completing this form.

Section A:

Name of Applicant: _____ CSUN ID: _____
Email Address: _____
Department: _____ College: _____
Up to 50-Day Period of Leave Requested: Begin Date: ____ End Date: ____
OR Complete **Section B** below
Anticipated date of birth (or arrival) of child: _____

Section B:

Parental Leaves are referenced in Articles 23.4-23.6 of the Faculty Collective Bargaining Agreement (CBA). These Articles allow for flexibility in how parental leaves are implemented. The CSU recognizes that the nature of work carried out by faculty unit employees makes leaves of less than one (1) academic term challenging to accommodate. In order to minimize disruptions of the academic program and impacts on students, the following options are available:

- a. **Intermittent (non-consecutive workday) Leave.** "A bargaining unit employee shall be entitled up to fifty (50) days of parental leave... Such leave shall be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. This leave shall commence within a one thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date and ending seventy-five (75) days after the arrival of a new child." (Article 23.4)
- b. **Leave Sharing.** "When a faculty unit employee is eligible for a parental leave and his/her spouse or partner is also a faculty unit employee, one spouse/partner may donate all or part of his/her parental leave to the other spouse or partner with the approval of the appropriate administrator(s)." (Article 23.6.a)
- c. **Workload Reduction.** "Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee with an academic year appointment may be given a reduced assignment over one academic term in lieu of a thirty (30) day parental leave, as follows: A workload reduction of sixty percent (60%) (9 WTUs for one semester)." (Article 23.6.b)

(continued)

Parental Leave Application

Faculty have
lot's of
flexibility.

CSUN | CALIFORNIA
STATE UNIVERSITY
NORTHRIIDGE

Application for Paid Parental Leave
Office of Faculty Affairs

Section B (continued) Leave Flexibility Requested:

Intermittent Leave (List schedule; attach a signed memo with Dean's approval)

Leave Sharing (Name spouse/partner, campus, and describe details of Leave Sharing; attach a signed memo with Dean's approval)

Workload Reduction (Identify term, describe reduced assignment (including number of units), and indicate whether sick leave has been requested for any portion of the leave by identifying how many units sick leave will cover. Note: You will need to confirm eligibility to use leave credits with Human Resources, Benefits Administration.

Section C Extension of Probationary Period:

1. Is applicant a probationary faculty member? Yes No *If No, skip to Section D*
2. If Yes, does applicant want to be considered for extension of probationary period? Yes No
(Applicant may request an extension separately from this form, see Article 13.8 below)

Article 13.8 Upon the request of a faculty unit employee to the President made no later than thirty (30) days prior to the beginning of the academic term in which s/he is scheduled to return to work, his/her probationary period may be extended for one (1) academic year for... a leave of absence for pregnancy/birth or adoption.

Section D (Signatures)

Applicant: _____ **Date:** _____
[Forward to Department Chair(s)]

Department Chair(s): _____ **Date:** _____
[Forward to College Dean(s)]

College Dean(s): _____ **Date:** _____
[Forward to Associate Vice President for Faculty Affairs]

AVP, Faculty Affairs: _____ **Date:** _____

Comments: _____

Distribution: Human Resource Services Faculty Affairs Applicant College Dean(s) Department Chair(s)



THANK
YOU