



Guidelines and Procedures

Faculty Additional Employment

Contents

Scope.....	1
Definitions.....	1
Additional Employment.....	1
Outside Employment.....	1
Release Time.....	1
Reimbursed Time.....	2
Buyout or Reimbursed Release Time.....	2
Overload.....	2
Additional Pay.....	2
Independent Contractor.....	2
Full-time Faculty Additional Employment (Class Code 2403).....	2
Policy, Eligibility, and Limitations on Additional Employment.....	3
Faculty Additional Employment.....	3
Eligibility Considerations by Employee Type/Status.....	3
Applicable Time Periods for Additional Employment.....	4
Measures of Time and Effort.....	5
Amount of Effort Allowable.....	5
Pre-Authorization and Payment Process.....	6
Step 1: College Ensures Eligibility.....	6
Step 2: College Determines Appointment Details and Prepares Required Documentation.....	7
Step 3: College Submits Additional Employment Authorization Form.....	7
Step 4: Academic Personnel Services Verifies Appointment Details.....	7
Step 5: Payroll Processes Additional Employment.....	8
Reporting and Accountability.....	8
Resources.....	8

APPENDIX A: Additional Employment, Buyout, and Cost Share Through Sponsored Programs	
Foundation (SPF).....	9
Proposal Stage (Pre-Award Review).....	9
Post-Award Orientation and Effort Monitoring.....	9
APPENDIX B: Additional Employment and Buyout Through the College of Extended Education (CEE).....	11
Special Session Programs.....	11
Proposal Stage (Pre-Employment Review).....	11
Additional Employment (College of Extended Education Funded).....	11
Buyout (Reimbursed Release Time).....	11
APPENDIX C: Considerations for Interpreting Article 36.5 of the CFA Collective Bargaining Agreement	12
A: Employment of a substantially different nature.....	12
B: Funded from non-general fund sources.....	12
C: Accrual of part-time employment at more than one campus.....	13
D: Necessary to meet a temporary faculty employee's entitlement to full-time work.....	13

Scope

The guidelines and procedures in this document are applicable to current, new, and returning California State University (CSU) faculty. The guidelines are in compliance with [California State University Additional Employment Policy](#), revised October 17, 2024, and with appropriate federal regulations.

Additional employment guidelines are designed to provide a framework within which employees may be employed for more than full-time and establish the total amount of employment allowable for an individual in the CSU. These guidelines cover the procedures on compensating faculty for additional employment, and the reporting of such employment. These guidelines apply to all faculty at Cal Poly Humboldt or any of its authorized auxiliary organizations and to all appointments compensated by the university, regardless of the source of funding. Such employment includes appointments at any regular CSU program or auxiliary organization as well as appointments on more than one campus in the CSU.

Definitions

Additional Employment

Additional Employment refers to **any CSU employment that is in addition to the employee's primary appointment**. CSU employment is defined as any work or employment compensated through CSU payroll, regardless of funding source (e.g., general fund, extension, lottery, CSU employment reimbursed by an auxiliary or other source). When determining the 125% additional employment under the CSU Additional Employment Policy, all CSU employment and all outside CSU foundation and other CSU auxiliary employment are considered together. CSU employment includes assignments or work performed for **any** CSU campus or program including the Chancellor's Office and for **any** CSU auxiliary organization.

Outside Employment

Outside Employment refers to any employment not compensated through the CSU payroll. **However, when determining the 125% additional employment under the CSU Additional Employment Policy, all CSU employment and all outside CSU foundation and other CSU auxiliary employment are considered together.**

Release Time

Also referred to as assigned time, is defined as the time a faculty member is released from normal teaching responsibilities to perform other duties such as working on a sponsored project.

Reimbursed Time

Reimbursed time is a mechanism whereby the University is reimbursed from external funds for an employee's salary, benefits, and accrued non-productive time. Employment that is reimbursed to the University by a foundation, other auxiliary, or other funding source is considered CSU employment. Reimbursed time can be additional employment or buyout.

Buyout or Reimbursed Release Time

Buyout is reimbursed release time. Buyout is considered part of a faculty member's regular full-time workload.

Overload

Overload is a term exclusive to employees represented by the CFA and refers to CSU additional employment in excess of a full-time workload, or when appropriate, in excess of a full-time (100%) time-base. A faculty member paid 100% from federal grant funds may not work more than 100% time.

Additional Pay

Additional pay refers to the compensation received for additional employment. Part-time faculty may receive additional pay without working an overload if their primary assignment is as a stateside temporary faculty member and they are concurrently employed by the College of Extended Education (CEE) and/or the Sponsored Programs Foundation (SPF).

Independent Contractor

An independent contractor is an individual who is hired to perform a specific task, and the employer controls only the result of the work, not the means and methods of accomplishing the result. **Current CSU faculty members may not be Independent Contractors for the CSU.** They may be given additional employment (2403) if the work is of a substantially different nature from the primary or normal work assignment. Please consult [Human Resources' Independent Contractor](#) webpage for more information.

Full-time Faculty Additional Employment (Class Code 2403)

Pursuant to the January 6, 2015, Memorandum of Understanding reached between the CSU and the CFA, a classification code was created to appoint full-time faculty unit employees to additional employment that meets the criteria in Article 36 of the CFA/CSU Collective Bargaining Agreement.

Appointments in this classification may be made for any time base up to 0.25 (25%) during the applicable work year, or up to 1.25 during academic break periods for full-time academic year (AY) employees. This job code is limited to faculty unit employees whose primary appointment is full-time, including individuals who hold multiple concurrent appointments that otherwise add up to a full-time equivalency (1.0 FTE).

Policy, Eligibility, and Limitations on Additional Employment

The [CSU Additional Employment Policy \(HR 2002-05\)](#) establishes limits (125%) on the total amount of employment an individual may have within the CSU system. Additional Employment cannot exceed twenty-five percent of a full-time position, and employment limitations are based on time-base, not salary.

Additional employment shall not interfere with the employee's primary CSU assignment. The work to be performed must be performed outside the normal work hours of the employee's regular assignment and it cannot be part of the employee's regular assignment. Additional employment in excess of full time does not affect university retirement credits or benefits payments.

Faculty Additional Employment

Additional Employment for faculty unit employees is further governed by Article 36 of the CFA/CSU Collective Bargaining Agreement, which states:

A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in their primary or normal employment. An overage of up to twenty five percent (25%) of a full-time position shall be allowed if the overage employment:

- (a) consists of employment of a substantially different nature from their primary or normal employment; **or***
- (b) is funded from non-general fund sources; **or***
- (c) is the result of the accrual of part-time employment on more than one (1) campus; **or***
- (d) is necessary to meet a temporary faculty unit employee's entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full-time under provision 12.29 (a)(8) or (b)(9). However, under no circumstances shall a faculty unit employee's entitlement to subsequent employment at a campus exceed full-time in any academic term.*

Eligibility Considerations by Employee Type/Status

Full-time Faculty (including Full-time Lecturers): For the sake of additional employment any faculty member, including semester appointees, will be considered full-time faculty during a semester in which they have 15 WTU or a 1.00 FTE workload. Full-time faculty are subject to the CSU Additional Employment Policy and the faculty CBA as described above. A full-time faculty member may not accept a teaching assignment on another CSU campus while in active work status (including while on paid leave).

Sabbatical/DIP Faculty: A faculty member on sabbatical or difference in pay leave is considered in full-time work status for the duration of their leave and shall not accept additional and/or outside employment without prior approval of the President (or designee), per CBA Article 27.18 and Article 28.14.

Part-time Temporary Faculty: Part-time temporary faculty may be employed up to 18.75 units as a Lecturer (i.e., class codes 2358 or 2359) **only if the work is split between two or more CSU campuses**. Otherwise, they are restricted to a total of fifteen (15) units of teaching per term even if the units are in two different departments on the same campus. Exceptions to this policy for a “16th unit” may be given as outlined in the Collective Bargaining Agreement (36.5(d)).

Faculty Early Retirement Program (FERP) Participants: FERP faculty are further restricted by regulations set forth in Article 29 of the Unit 3 CBA. Total CSU employment for FERP participants is limited to either 90 days per fiscal year or 50% of the faculty member’s time base in the year preceding service retirement. FERP participants, then, are not generally permitted to accept any additional employment since they are already halftime (50%) in their FERP position. However, there is a limited exception if the employment is through a CSU auxiliary that is not a CalPERS agency. If a research auxiliary does not participate in CalPERS, a FERP participant can potentially be employed by the auxiliary to perform grant-supported work, as long as it is also consistent with CSU additional employment policies.

Pre-Retirement Reduction in Time base (PRTB) Program Participants: PRTB faculty are considered full-time for purposes of applying additional employment restrictions (see Article 30.10 of the Unit 3 CBA). Therefore, they may work an additional 25% only if the work meets one or more of the criteria described above.

Retired Annuitants: Effective January 1, 2013, a retiree must have a minimum separation of service of 180 calendar days prior to returning to **any CalPERS-covered employment** without reinstatement and cannot work in excess of 960 hours or 50% of the hours worked in the prior fiscal year of service prior to retirement, whichever is less. The Sponsored Programs Foundation is a separate employer and is not covered by CalPERS.

MPP Employees: MPP employees may not receive additional compensation to teach in any for-credit program, even outside their unit. MPP employees may volunteer to teach courses as part of their MPP position. MPP employees may receive compensation to teach non-credit courses through CEE (i.e., class code 2363) or for work on grants through SPF with their supervisor’s approval. Additional employment limitations apply.

Applicable Time Periods for Additional Employment

12-Month Faculty (CBA 36.6): The applicable time period for twelve (12) month faculty unit employees shall be the calendar year, exclusive of the faculty unit employee’s earned vacation periods.

Academic Year and 10-Month Faculty (CBA 36.7): The applicable time period for ten (10) month or academic year faculty unit employees shall be 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 a faculty unit employee. For academic year or ten (10) month faculty unit employees, additional employment, and overload limits (125%) shall be calculated and applied independently during summer periods.

Summer Term (CBA 21.27): For academic year or 10-month faculty unit employees, additional employment, and overload limits one hundred and twenty-five percent (125%) shall be calculated and applied independently during summer periods.

Measures of Time and Effort

“Measures of time and effort” refer to the metrics used to account for additional employment compliance. This section includes a description of the two primary measures of time and effort and includes formulas that allow for these measures to be converted to hours for simpler comparisons.

Weighted Teaching Units

A weighted teaching unit (WTU) is a measure exclusively reserved for instructional faculty workload under Article 20. It is primarily used for the professional responsibilities of instructional faculty (notably, teaching). One WTU translates to approximately 45.33 total hours of time and effort when used to calculate additional employment limitations.

This calculation is as follows:

- 170 academic year (AY) days * 8 hours per day = 1360 total hours in an AY
- 1360 total hours / 30 WTU in an AY = 45.33 hours per WTU

Full-time Equivalence

Full-time Equivalence (FTE) is a measure of the average hours of time and effort per day within a given timeframe on a scale of 0 – 1 (0 to 8 hours/day). This means FTE is meaningless without a start date and end date.

To convert FTE to total hours for comparison:

- Count the number of contiguous weekdays within the start and end date (N)
- Total hours = N * FTE * 8

Amount of Effort Allowable

An employee may be provided with an appointment not to exceed 25% above the 1.0 full time position (or 125% time). Using a standard 40-hour week, the 25% maximum provides the possibility of compensation for 10 hours of additional employment per week of work. A faculty member paid 100% from federal funds may not work more than 100% time.

Academic Year Faculty

For academic year faculty, the 25% additional employment cap is established for, and computed each semester and over the entire academic year.

- a. During the academic year, full-time academic year employees may hold additional appointments up to 25% of full-time.
- b. During breaks in the academic year (i.e., winter and summer), full-time academic year employees may have additional CSU employment up to 125% of full-time, **provided that no more than 100% is allocated to one project.**

Faculty Additional Employment Guidelines and Procedures

For full-time academic year employees, the maximum additional employment translates to approximately:

Fall and Spring Terms:

- 10 hours per week during each term; OR
- 170 hours over each term; OR
- 3.75 WTUs (note – additional employment for teaching is allowed through CEE, but not for stateside programs)

Winter Break:

- 10 hours per day; OR
- 150 hours total*

Summer Term:

- 10 hours per day; OR
- 620 hours total*
- 13 WTUs (Note – the maximum number of WTUs faculty can teach stateside during summer term is 12 WTUs.)

*Maximum hours will fluctuate depending on the academic term start and end dates

Twelve-month Faculty

For twelve-month faculty, the 25% additional employment guideline is based on a 12-month calendar year.

For full-time twelve-month employees, the 25% maximum translates to an additional employment of approximately:

- 10 hours per week; OR
- 520 hours per calendar year

Full-time Staff with Concurrent Part-time AY Faculty Appointments

For full-time staff who also hold part-time academic year temporary faculty appointments, the maximum additional employment allowed translates to:

Fall and Spring Terms:

- 3.75 WTUs ($15 \text{ WTUs} * 0.25 = 3.75 \text{ WTUs}$)

Summer Session:

- 3 WTUs ($12 \text{ WTUs} * 0.25 = 3 \text{ WTUs}$)

Pre-Authorization and Payment Process

Step 1: College Ensures Eligibility

The college is responsible for ensuring that faculty are eligible to accept additional employment engagements and assignments, and the additional employment will not exceed the 125% workload limit specified by CSU policy.

Campus hiring entities (i.e., administrators, project leads, department chairs, etc.) or faculty (when offered additional employment by another CSU) must contact the faculty member's college office prior to offering or accepting additional employment to determine if the faculty member is eligible to accept the employment.

The college will need the following information about the proposed additional employment to establish eligibility:

- Description of duties
- Project timeframe
- Project compensation amount and explanation (flat rate, WTU equivalency, etc.)
- Information about any other additional employment the faculty member may have.

Once eligibility is established, authorization and payment processes can proceed.

Sponsored Programs Foundation (SPF) authorization and payment processes are outlined in Appendix A.

The College of Extended Education (CEE) authorization and payment processes are outlined in Appendix B.

Stateside procedures are listed below.

Step 2: College Determines Appointment Details and Prepares Required Documentation

The college determines the appropriate appointment type and time base ensuring that the calculation aligns with the faculty member's current appointment and does not exceed the permissible workload. The college also prepares the documentation required to process the appointment, which includes:

- Scope of Work Supporting Documents
- Additional Employment Calculator (2403 or 2359)
- Faculty Workload Tracking Sheet

Step 3: College Submits Additional Employment Authorization Form

After gathering supporting documentation and preparing the appointment details, the college budget analyst submits an Additional Employment Authorization Form and all supporting documentation to Academic Personnel Services (APS).

Step 4: Academic Personnel Services Verifies Appointment Details

APS reviews supporting documentation and verifies appointment details. Then routes the Additional Employment Authorization form for signatures. All parties will be notified when the form is fully executed and may download a copy at that time. Work can only begin after the Authorization form is signed.

The fully executed Additional Employment Authorization form is routed to Payroll for processing and a copy is saved in the faculty member's personnel action file (PAF).

Step 5: Payroll Processes Additional Employment

Payroll processes the additional employment according to the appointment details on the authorization form.

Reporting and Accountability

All faculty additional employment must be approved prior to work beginning and reported accurately to ensure compliance with university policies and Collective Bargaining Agreement. Faculty additional employment assignments must be reviewed and approved by their respective colleges/departments before being forwarded to Faculty Affairs for review, approval, and processing for pay. Faculty are required to track their workload to ensure compliance with university policies and the Collective Bargaining Agreement and to report their additional work hours and responsibilities accurately and timely.

Academic Personnel Services maintains the responsibility to monitor and audit these submissions regularly. Any discrepancies or violations of workload limits are addressed promptly, ensuring transparency and accountability throughout the process. Failure to adhere to these procedures may result in corrective actions, including adjustments to workload or compensation, and in severe cases account receivable transactions to refund the university.

Resources

[Unit 3 CBA – Article 36](#)

[Technical Letter HR/Salary 2015-22](#)

[Payroll Calendar](#)

[SPF Personnel Manual](#)

[CSU Additional Employment Policy](#)

Please contact aps@humboldt.edu with any questions about these guidelines.

APPENDIX A: Additional Employment, Buyout, and Cost Share Through Sponsored Programs Foundation (SPF)

Effort commitments related to release time, additional employment, and cost share are documented and verified at multiple stages of the grant lifecycle to ensure compliance with CSU and federal requirements.

Proposal Stage (Pre-Award Review)

During the internal routing process, proposed effort, whether through release time, additional employment, or cost share, is reviewed by the Pre-Award staff. Faculty are required to confirm that they have the capacity and institutional bandwidth to fulfill the proposed effort. The faculty member's Department Chair and Dean are required to review and confirm that they have the capacity and institutional bandwidth to fulfill the proposed effort. A set number of overload hours (if applicable) are listed in the internal budget sheet and aligned with institutional base salary and buyout rates.

Certification of Effort Commitments

As part of the routing packet, the Principal Investigator (PI), Department Chair, and Dean review and sign off on the proposed effort. This certification includes confirmation that:

- The proposed project is not in conflict with the assigned duties of the PI or other departmental members.
- The effort levels are reasonable and within allowable limits.

Post-Award Orientation and Effort Monitoring

If the proposal is funded, an awarded letter is sent by SPF to the College Dean and designated Budget Analyst to alert them of the successfully funded effort. This new effort is added to the Faculty's Effort Tracking by the Budget Analyst to centrally capture all active commitments, ensuring the individual is working within the 125% cap. The PI then meets with their assigned Post-Award Grant Analyst to review the budgeted effort and clarify the method and timing for tracking and submitting effort documentation, consistent with the approved budget.

Additional Employment (Auxiliary Funded)

When faculty or staff are hired under additional employment through SPF:

- Appointment is processed in KRONOS/UKG, where the rate of pay is re-verified against the current institutional base salary through Payroll.
- The individual's one-up supervisor (Chair, Dean, Director, etc.) must approve their time, confirming that effort worked is not in conflict with regular campus duties. Payroll monitors workload thresholds and flags instances where faculty or staff exceed 10 hours per week on standard campus working days ("green days").

Faculty Additional Employment Guidelines and Procedures

- If flagged, SPF HR conducts follow-up with the individual and their supervisor and provides guidance regarding the 25% additional employment limit and permissible working hours.

Buyout (Reimbursed Release Time)

Prior to each academic term, SPF verifies with college offices that release time or buyout allocations are correctly attributed to faculty/staff. Certification is obtained from:

- The individual receiving the release time
- The Department Chair (or equivalent)
- The Dean
- The College Budget Analyst

This certification confirms that the budgeted/pre-approved effort occurred as proposed and did not conflict with assigned university duties.

Cost Match Certifications (Non-Compensated Effort)

Cost match commitments made in the approved grant budget are certified on a quarterly basis throughout the project period. Faculty and staff contributing effort without salary reimbursement submit non-reimbursed timesheets to document their voluntary or institutional effort toward the sponsored project. These timesheets serve as after-the-fact certifications and must confirm that the contributed effort:

- Was performed during the reporting period;
- Was not otherwise compensated from the grant;
- Did not conflict with the individual's regular assigned university duties;
- Did not exceed 10 hours per week on standard campus working days ("green days").

All cost match certifications are reviewed and approved by the individual, the Post-Award Grant Analyst, and the SPF Executive Director to ensure oversight, compliance with allowability standards, and alignment with CSU and federal regulations. This dual-review process strengthens internal controls and ensures that all certified cost share contributions are accurate, appropriately documented, and audit-ready.

APPENDIX B: Additional Employment and Buyout Through the College of Extended Education (CEE)

Special Session Programs

Effort commitments related to release time, additional employment, and overload are documented and verified at multiple stages prior to employment in the College of Extended Education (CEE) to ensure compliance with CSU and federal requirements.

Proposal Stage (Pre-Employment Review)

During the initial program proposal process, the CEE Budget Analyst will notify the faculty member's home College Budget Analyst with the following information:

- Provide name(s) of Faculty members requesting employment through CEE.
- Add the proposed effort to the faculty member's tracking sheet.
- Receive confirmation from College Budget Analyst on whether this faculty is eligible for additional employment (per step 1 in guidance above) and/or buyout.

Additional Employment (College of Extended Education Funded)

When faculty or staff are hired under additional employment through CEE:

- An agreement is generated between the CSU employee, Associate Dean/Dean of the College, and Associate Dean/Dean of CEE to define the terms and conditions of employment.
- The Agreement is shared with the employee's respective College Budget Analyst.
- The appointment is processed by the CEE Budget Analyst, and the rate of pay is determined in the Agreement.

Buyout (Reimbursed Release Time)

Prior to each academic term, CEE verifies with college offices that release time or buyout allocations are correctly attributed to faculty/staff. Certification is obtained from a signed memo from the following individuals:

- The individual receiving the buyout (release time)
- The Department Chair (or equivalent)
- The Associate Dean/Dean
- The College Budget Analyst

This certification confirms that the budgeted effort does not conflict with assigned university duties.

APPENDIX C: Considerations for Interpreting Article 36.5 of the CFA Collective Bargaining Agreement

Considerations for interpreting each of the conditions listed in Article 36.5 are detailed below.

A: Employment of a substantially different nature

1. Additional employment outside the division of the employee's primary employment (e.g., "Academic Affairs," "Student Affairs," etc.) normally satisfies this condition. This is because of the near-exclusive use of the job codes within the divisions. Note that subtle differences in AY vs. 12-month job codes do not constitute "substantial differences."
2. Work that includes the regular professional responsibilities of instructional faculty as described in Article 20.1 of the Unit 3 (CFA) Collective Bargaining Agreement does not satisfy this condition. Regular professional responsibilities of instructional faculty include, but are not limited to:
 - a. Teaching
 - b. Curricular/course development
 - c. Advising
 - d. General Fund funded research
 - e. Committee work during the academic year
 - f. Service to the University

This type of work is more appropriately compensated through assigned time.

3. Professional development activities chosen by faculty members as part of their research and service responsibility do not satisfy this condition.
4. Additional employment that is concurrent with similar work for which the faculty member is also receiving assigned time units does not satisfy this condition.

B: Funded from non-general fund sources

1. "Non-general fund sources" are interpreted to be Cal Poly Humboldt funds within the Common Financial System (CFS) other than HM500.
2. Funding received into HM500 from another CSU campus or the Chancellor's Office in the form an Interagency Financial Transaction (IFT) are considered "non-general fund sources" for the purposes of additional employment. When applicable, backup documentation for the IFT is required to ensure complete compliance of fund use.
3. Fund-use rules and agreements are always in effect and may obviate the use of a non-general fund source. A common example of this is, Continuing Education Revenue Funds (CERF). These funds are restricted for the support and development of self-support programs.

Because of this, they may not be used to pay for additional employment supporting state-side work.

C: Accrual of part-time employment at more than one campus

This condition typically only applies to part-time lecturers with teaching appointments at multiple CSU campuses.

D: Necessary to meet a temporary faculty employee's entitlement to full-time work

This is known casually as the "16th Unit" or "additional WTU" condition. There are some important considerations for this condition:

1. This condition is explicitly tied to the text referencing Article 12. It is not applicable to tenure-track faculty.
2. The word necessary is key. Assigned time units, such as units for excess enrollment or advising, do not satisfy this condition.