

## Additional Employment within the CSU

Per [Article 36](#) of the Unit 3 Collective Bargaining Agreement, faculty members are limited to CSU employment equivalent to one full-time position in their primary or normal assignment and limited to a 25% overage if such an overage:

- is of a substantially different nature than the primary or normal assignment; or
- is funded from non-General Fund sources; or
- is the result of the accumulation of part-time faculty employment on more than one campus; or
- is necessary to meet a temporary faculty 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, in no case shall a faculty unit employee's entitlement to a subsequent employment at a campus exceed full-time in any academic term.

Under certain conditions, honoraria, salary, or fees for faculty members participating in University sponsored workshops, conferences, or in connection with a special educational program or research may be accepted for additional work up to 25% above a full-time appointment. Exceptions to this policy are authorized by the Provost.

The 25% overage allowed (10 hours per week or 3.75 units per term) is calculated as a percentage of a full-time workload (40 hours per week or 15 units per term) or, when appropriate, time base (.25). It is not calculated as a percentage of full-time salary.

The limitations apply to work performed for any CSU campus and for any CSU auxiliary organization such as Extended, Professional, and Continuing Education (EPaCE) and Cal Poly Corporation. Work performed as a Special Consultant is also counted as part of an individual's total workload and considered additional employment.

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.

**Full-time Faculty (including Full-time Lecturers):** Full-time faculty are subject to the 125% policy 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 to be 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, per [CBA Article 27.18](#).

**Part-time Temporary Faculty:** Part-time temporary faculty may be employed up to 18.75 units as a Lecturer **only** if the work is split between two or more CSU campuses. Otherwise, they are restricted to a total of 15 units of teaching, even if the units are in two different departments on

the same campus (**Exception:** [Article 12.29d](#) (16<sup>th</sup> unit)). When calculating part-time employment at multiple campuses, units shall be converted to time base.

**Example:** A lecturer teaches 12 WTUs in fall quarter at Cal Poly. They could teach an additional 6 WTUs on a semester campus and fall within the policy. To calculate, convert to time base. 12 WTUs/15 WTUs=.8 assignment at Cal Poly. 6 WTUs/15 WTUs=.4 assignment at semester campus. (.8+.4=1.2, which is below the 1.25 allowed)

**Faculty Early Retirement Program (FERP):** FERP faculty are further restricted by regulations set forth in [Article 29](#) of the Unit 3-Faculty Collective Bargaining Agreement. 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 permitted** to accept any additional employment since they are already halftime (50%) in their FERP position.

**Pre-Retirement Reduction in Time base (PRTB):** PRTB faculty are considered to be full-time for purposes of applying additional employment restrictions (see [Article 30.10](#) of the Unit 3-Faculty Collective Bargaining Agreement). Therefore, they may work an additional 25% only if the work meets one or more of the criteria described in 1, 2, or 3 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.

Faculty are responsible for monitoring their time commitments for activities compensated through CSU payroll and for assuring compliance with the 125% rule. They are expected to communicate with their department chair and dean about any prospective appointments and obtain approval prior to taking on any additional employment commitments.

Department chairs should carefully review part-time faculty applications to ensure compliance with the 125% policy and should share this webpage with all faculty.

Questions regarding the policy can be directed to Kathryn Rummell ([krummell@calpoly.edu](mailto:krummell@calpoly.edu)).