



Academic Personnel

Academic Affairs

October 13, 2017

Full-time Unit 3 Faculty Employee Outside Employment Disclosure

Welcome new and returning faculty. This is a reminder that pursuant to Article 35.2 of the Collective Bargaining Agreement, all full-time academic year employees who will work more than 110 hours for an employer outside of Cal Poly during an academic quarter are required to submit a completed Outside Employment Disclosure Form each quarter. Similarly, any full-time 12-month faculty who will work more than 120 hours for an employer outside of Cal Poly per three month period (January-March, April-June, July-September or October-December) are required to submit a completed Outside Employment Disclosure Form each quarter.

Faculty members who exceed the threshold number of hours specified above are required to report outside employment, even when they are on sabbatical or difference in pay leave resulting in a reduced salary. Additional employment/compensation for grant or contract work through the Cal Poly Corporation, or additional employment/compensation through Extended Education, does not need to be reported.

A fillable version of the Outside Employment Disclosure Form is available on the Academic Personnel website at the following URL: <https://academic-personnel.calpoly.edu/content/outsideemploy>

Full-time faculty members who meet the reporting requirements specified above must submit their completed and signed Outside Employment Disclosure Form directly to their dean or appointing authority for inclusion in their Personnel Action File.

Faculty employees are expected to report outside work for which an employee is being compensated and results in reportable income (this include all activities that generate income including any work for which a W-2 or 1099 is issued).

Outside employment activities, while often mutually beneficial to the CSU and the employees themselves, must not conflict with an employee's ability to meet his/her responsibilities to the CSU and at all times act in the best interest of CSU.

Please contact Elena Morelos (x6-6575) or Lindsay Howell (x6-6574) if you have any questions regarding the procedure to report outside employment.

We look forward to working with you.

cc: Kathleen Enz Finken, Deans, Dept. Heads/Chairs, College Analysts, Academic Personnel Staff, Unit 3 faculty

Outside Employment FAQs

1. **Q:** Why is this now a requirement?
A: Article 35.3 of the current Unit 3 contract (September 18, 2012 – June 30, 2014) includes a new requirement for full-time faculty to report outside employment. Because this contract was ratified after the start of Fall Quarter 2012, Winter Quarter 2013 is the first quarter in which faculty have a requirement to report outside employment.
2. **Q:** What constitutes "outside employment". Does this include independent contracting, self-employment, volunteer employment, etc.?
A: Outside employment would be any form of employment not associated with Cal Poly. So yes, this would include independent contracting, self-employment, and work for industry. Work as a volunteer would not be counted.
3. **Q:** Who is required to report outside employment?
A: This requirement applies to all Unit 3 employees with a full-time appointment who work for outside sources. These employees are required to report outside employment if the outside employment exceeds 110 hours of outside work per academic quarter, or 120 hours per three-month period for Unit 3 employees on a 12-month appointment. For 12-month employees, reporting periods are Jan-Mar, April-June, July-Sept and Oct-Dec.

If you receive a full-time appointment for any term (15 WTU, 1.0 time-base) and work more than 110 hours outside of Cal Poly, you will be required to report. Your time-base is noted on your appointment letter, so you can determine if you are full-time for any term or part-time when you receive or review your appointment letter.

4. **Q:** Does this apply to faculty on sabbatical?
A: Yes, faculty on sabbatical are still considered to be on full-time work status and are required to report outside employment using this form, even if they are on a multi-quarter leave with a reduction in salary. In addition, faculty must have advance approval of the Provost to engage in outside employment while on sabbatical leave per provision 27.18 of the Collective Bargaining Agreement:
27.18 A faculty unit employee on sabbatical leave shall not accept additional and/or outside employment without prior approval of the President.
5. **Q:** Does "extra pay" work for the Cal Poly Corporation (on a grant) have to be reported? I have a number of Cal Poly Sponsored Program grants. Does this requirement apply to those grants that I am working on?
A: No, work through Cal Poly Corporation or Extended Education is not considered outside employment, even if it is for extra pay.
6. **Q:** Does this include honoraria for talks, etc.?
A: The requirement is for hours worked, and an honorarium is like a stipend for hours worked. Faculty members have to be full-time at Cal Poly their total outside employment would have to exceed than 110 hours in one quarter to have to report, so someone giving a few talks, even if it was compensated, would not trigger the need to report if they were not working in addition to this.

7. **Q:** Does external work have to be reimbursed on an hourly basis to be counted, or does fixed price consulting count?
A: All hours of employment need to be reported including hours worked that are compensated per hour or on a fixed amount for a job.
8. **Q:** Do textbook authors need to report outside employment? What about work done for non-cash compensation?
A: The distinction with textbooks really depends on the agreement with the textbook publisher. If a publisher hires a person to write a textbook and provides salary (hourly or a lump sum amount) for the author's time, then it is considered outside employment and must be reported. If it is difficult for a faculty member to determine if they are working, then they should report outside employment, even stipends or honorarium that they receive, if their combined outside employment exceeds the 110-hour or 120-hour limit.
9. **Q:** What is the scope for reporting outside employment--the five day week, weekends, midnight, etc.?
A: Total hours worked over the duration of the academic quarter or 3-month period must be reported. It doesn't matter what time of the day the hours were worked, or whether it was during weekdays or weekends.
10. **Q:** Where do I send my completed outside employment form?
A: Send your completed form to your college dean, and a copy will be placed into your personnel action file (PAF).