

**Faculty Additional Employment Guidelines**

**Academic Resources and Planning**  
**Fiscal Year 2020**  
**October 30, 2020**  
Version 1.1

## **Table of Contents**

<b>Section</b>	<b>Page</b>
<b>Overview</b>	<b>3</b>
<b>Applicable Policies</b>	<b>4</b>
<b>Measures of Time and Effort</b>	<b>6</b>

**Overview**

## Applicable Policies

There are numerous policies and documents that both directly and indirectly affect additional employment.

### Article 36 – Additional Employment (CBA)

This article of the CBA is the primary text used in interpreting eligibility, limitations, and enforcement of additional employment. This document is primarily centered around the interpretation of this article.

- Within the \_\_\_\_\_ section of the CBA, one will find the MOU that establishes the creation of job code 2403 (“2403”). HR 2015-22 is a direct outcome of that MOU.

### HR 2015-22 – 2403 Technical Letter

This technical letter provides guidance for use and implementation of job code 2403. It provides three common scenarios for 2403s with guidance on how to craft appointment parameters. This technical letter notably accomplishes the following:

- Clarifies that 2403 appointments are not to supplant Continuing Education appointments.
- Reinforces the fundamental requirement that additional employment is limited to full-time faculty
- Provides examples of time and effort measures that may be used to calculate appointment parameters. These measures are discussed later in this document.

### HR 2002-05 – CSU Additional Employment Policy

This policy is the foundation for additional employment for all employees within the CSU. Notably, this policy accomplishes the following:

- Defines “overload” as a term exclusive to faculty.
- Clarifies that CSU auxiliary and CSU foundation employment are considered additional employment (this is also reinforced within the CBA).
- Clarifies that, with the exception of federal grants or contracts, overload limitations and calculations are not exclusively a function of base pay or salary.
- Clarifies that the rate of pay for additional employment may differ according to work performed and rules (if any) of the external funding/granting source.
- Specifies the timeframes for the application of additional employment limitations (this is reinforced within the CBA).
- Defers to the CBA for additional rules.

### EP&R 76-36 – Faculty Workload: Policies and Procedures

This document defines Weighted Teaching Units (WTU) as the measure of faculty “workload.” Throughout this document, “workload” strictly applies to time and effort measured using WTU.



## Measures of Time and Effort

“Measures of time and effort” refer to the metrics used to account for additional employment compliance. What follows here is a description of the two primary measures of time and effort with a description of their typical use. Additionally, formulas are presented that allow for these measures to be converted to hours for simpler comparisons.

### Weighted Teaching Units (WTU)

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). A WTU translates to approximately 45.33 total hours of time and effort. When used to calculate additional employment limitations, 1 WTU = 45.33 total hours of time and effort. This calculation is as follows:

$$\begin{aligned} 170 \text{ academic year (AY) days} * 8 \text{ hours per day} &= 1360 \text{ total hours in an AY} \\ 1360 \text{ total hours} / 30 \text{ WTU in an AY} &= 45.33 \text{ hours per WTU} \end{aligned}$$

### Additional notes

- If WTUs are used for 2403s, the faculty member’s base rate of pay be used in calculating appointment parameters.
- For faculty holding multiple appointments, the base rate of pay used is the one applicable to the specific additional employment in question. This scenario is most common with additional WTU appointments under 36.5 (d).

### Full-time Equivalence (FTE)

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)

## Additional Employment Limitations

### On-/Off-Season

For AY employees, the following terms are casually used at Cal State East Bay to describe applicable time periods for limitations on additional employment.

- "On-season:" Additional employment occurring during academic year terms (Fall and Spring). This is sometimes referred to "on-contract" as well.
- "Off-season:" Additional employment that is not on-season.

### 25% Overage

During on-season, the 25% overage allowed per term is as follows:

<b>WTU</b>	<b>FTE</b>	<b>Days</b>	<b>Hours</b>
3.75	0.25	21.25	170

During off-season, AY employees may be additionally employed up to a full 125% time. This amounts to a standard 8-hour workday plus two additional 2 hours for up to

50 hours yr ET @ 0.24 0 0 0.24 12 589.92 cm BT 50 0 0 T56ek (24 9.92 cm Bcm BT + 10Tj ET @cm I

- Because job code 2403 is a mechanism for additional employment in and of itself, additional information may be required to ascertain what makes a specific instance of additional employment substantially different in nature to the employee's primary appointment.

**B: Funded from non-general fund sources**

Outside of 36.5 (d), this condition is the one most commonly satisfied. This is because it focuses on the source of funding for additional employment appointments.

- "Non-general fund sources" are interpreted to be Cal State East Bay funds within the Common Financial System (CFS) other than EB001.
  - Funding received into EB001 from the Chancellor's Office in the form of



## **Special Off-season Considerations**

Off-season additional employment has some unique features that are worthy of further discussion.

### Winter Intersession and Summer Term

Winter Intersession and Summer Term are formally not academic year terms. However, teaching assignments are still made with WTU as the primary measure of time and effort. Because of this, additional employment limitations are derived with the following formula:

$$\text{Total applicable hours} / 45.33 \text{ hours per WTU} = \text{Max allowable WTU @ 125\%}$$

### Reaching 1.25 FTE Off-season Employment with 2403s

To achieve 125% during the off-season solely using 2403s, multiple 2403s must be utilized. This is because it is impossible to create an appointment of any kind in excess of 1.0 FTE. Due to 36.5 (a), two 2403s created for employment of the same nature is not permitted. Instead, 36.5 (b) typically serves as the condition that needs to be satisfied. While rare, this is most commonly found within additional employment relating to research and sponsored programs.

