

MEMORANDUM

May 5, 2023

TO: DAA Leaders

FROM: William DeGraffenreid, AVP for Faculty Affairs, Success, and Equity (interim)

RE: Additional Employment Guidance

This memo is to clarify how much additional employment is available to faculty teaching in CSU employment. [Article 36](#) of the Collective Bargaining Agreement (CBA) establishes the framework for Additional Employment of Unit 3 employees and has been supplemented by various arbitration findings. I have consulted with the Chancellor's Office to verify my own interpretation of how the limits should be calculated and their interpretation matches mine.

Provision 36.5 says that a faculty unit employee shall be limited in CSU employment to ~~time~~ full-position. An overage of 25% is allowable only under ~~these~~ conditions:

- a) The work is of a "substantially different nature from their primary" duties,
- b) Is funded from ~~non~~ general fund sources,
- c) Is the accrual of ~~part~~ time work from more than one campus, or
- d) Necessary to meet the entitlement of a lecturer, under ~~these~~ circumstances.

The work impacted by this article often falls into summer where both ~~state~~ and ~~self~~ support intersessions are out of the primary duties of Academic Year faculty, ~~and~~ ~~self~~ support programs. Additional sources of additional employment include but are not necessarily limited to: work from grants and contracts, work funded from philanthropic sources, ~~and~~ special projects outside of primary duties. Collectively, all of these contribute to the allowable overage of work.

The maximum 25% overage is to be tracked at the semester level. As a 15 WTU load is considered full time employment, the limit of 3.75 WTU (25% of 15 WTU) must be established for assignments during the fall and winter semesters going forward. EU assignments that ~~would~~ more than 3.75 WTU could be offered to qualified lecturers whose workload is not ~~full~~ (so long as total workload does not exceed 18.75 WTU). Alternatively, the assignment may be made with a combination of release time and additional employment (structured so that the additional employment remains below 3.75 WTU). assignments that are "hour based" rather than WTU based, the following equivalency should be used: 3 WTU = 136 hours. Thus, if all work assigned is hourly, the maximum number of ~~hours~~ for additional employment in a semester would be 170 hours.

Work that spans outside of the semester should be considered on a prorated basis. For example, a 4

As noted above, the additional employment is across all sources of additional CSU work (e.g.-grant funded additional employment, assignments at other campuses, etc.) individual faculty members

Allowable Additional Employment - Unit 3 Faculty

Unit of Measurement	Method of Calculation	25% Overage	Maximum
Units per Semester:	25% of 15 units	3.75 WTU	18.75 WTU
Hours per Week ¹ :	25% of 40 hours	10 hours	
Hours per Month:	10 hrs/week x 4-5 weeks	40-50 hours	
Hours per Semester:	10 hrs/week x 17 weeks	170 hours	

1. Exceeding 10 additional hours per week is reasonable over a short time frame (less than one month) so long as total for term remains below max.

Unit of Measurement