

California State University San Marcos

Additional Employment and Overload FAQs

Responsibility for Monitoring Workload and Assuring Compliance

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.

1. Q. What is “Additional Employment”?
 - A. “Additional Employment” is a term used in the [Faculty Collective Bargaining Agreement](#) (CBA) which refers to any employment within the California State University system which is in addition to a faculty unit employee’s primary appointment.
2. Q. What is considered my “primary appointment”?
 - A. A faculty unit employee’s “primary appointment” is defined as the position within the California State University system in which the employee is assigned to for the bulk of their employment. For example, if a Lecturer works for two programs (i.e. English and Psychology) on one campus, the “primary appointment” is considered the work done for the program at the highest time base, or WTUs taught. The same principle would apply for Lecturers working for two programs at two separate CSU campuses.
3. Q. How much “additional employment” is allowed?
 - A. The [CSU Additional Employment Policy](#) limits the total employment an individual may have within the CSU system. Under the current CBA, that limit is 125%. Additional Employment cannot exceed 25% of a full-time position, and these employment limitations are based on time-base and not salary. However, there are many different scenarios allowable under this “125% Rule.”
4. Q. Can Faculty teach more than full-time, or in excess of a 1.0 time-base?
 - A. That depends. Faculty unit employees are limited to teaching 15 WTUs per semester or having a 1.0 time base, on one campus, for pay from the CSU payroll (General Fund dollars). However, the Additional Employment Policy in the CBA provides for additional employment of up to 25% of a full-time position **if** the additional employment:
 1. Consists of employment of a substantially different nature from the primary or normal employment; or
 2. Is funded from non-general fund sources; or
 3. Is the result of the accrual of part-time employment on more than one campus.

4. 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).

This 25% additional employment in excess of a full-time workload is termed "**overload**," a term exclusive to employees represented by CFA under the Faculty Collective Bargaining Agreement.

5. Q. The CBA says, "Consists of employment of a substantially different nature from the primary or normal work assignment," what does that mean?
 - A. As a faculty member in the CSU, your primary or normal work assignment is typically a combination of teaching, class preparation and university service. In some circumstances, faculty are given "assigned time" which is a partial release from a regular work assignment to pursue research, scholarly, administrative, or other activity that aids the mission of the university. Additional employment as "overload," cannot be paid for work that is of the same nature as from what the CSU has hired you to do as your normal assignment.
6. Q. What are non-general fund sources?
 - A. Additional employment, when consisting of employment that is not of a substantially different nature from the primary or normal assignment, must be assigned from self-supported programs that are not paid through the state (General Fund). The best example of additional employment funded from non-general fund sources is faculty unit employees who are assigned to teach through Extended Learning.
7. Q. If a Lecturer is teaching less than full-time, how much additional employment may they accept?
 - A. Faculty unit employees can accept additional employment up to 15 WTUs or 1.0 time-base without it having to adhere to the criteria mentioned in #4 above. Any additional employment over a 1.0 time-base, up to the 25% "overload" maximum, must follow the criteria found in the CSU Additional Employment Policy.

For example, if a Lecturer teaches 12 WTUs for the Math program, they may accept 3 WTUs as additional employment from Math or another program at CSUSM. That same Lecturer may also accept another 3 WTUs as "overload," to teach through Extended Learning. The total employment of this Lecturer would comply with the 125% Rule.

For example, if a Lecturer teaches 15 WTUs for the Psychology program and CSUSM, they may accept an additional 3 WTUs from the Psychology program at another CSU. The total employment of this Lecturer would also comply with the 125% Rule.

For example, if a Lecturer teaches 6 WTUs for the Computer Science program and 9 WTUs for the Math program, they may accept 3 WTUs as "overload" to teach through Extended Learning. The total employment of this Lecturer would comply with the 125% Rule.

8. Q. What does 25% of full-time translate to in days/hours/WTUs?

- A. 25% of a full-time Academic Year position is equivalent to, approximately:
1. 10 hours per week (40hrs x .25), **or**
 2. 21 days per semester (84 days per semester x .25), **or**
 3. 3.75 WTUs per semester (15 WTUs x .25)

This equates to a maximum of 3.75 WTUs per semester.

9. Q. If a Faculty member is working on a grant can they still accept additional employment?

- A. It depends. Faculty funded 100% through a Federal grant can work no more than 100% time.

All grants at CSUSM are administered through the General Fund. For faculty members who are 100% grant funded (not Federal), they can accept additional employment as “overload” not to exceed the 25% maximum. Faculty partially funded through a grant can accept additional employment up to full-time or a 1.0 time-base without it having to adhere to the criteria mentioned in #4 above. Any additional employment over a 1.0 time-base, up to the 25% “overload” maximum, must follow the criteria found in the CSU Additional Employment Policy.

For example, Faculty who are 100% funded through a grant (not Federal) may accept 3 WTUs of “overload,” to teach through Extended Learning. However, they would not be allowed to teach through another state-supported program. Teaching through a state-supported program would be in violation of A.2 discussed in Q. #4.

For example, a Faculty member that is less than 100% funded through a grant, say 80% funded (.8 time-base), can accept 3 WTUs of additional employment in the English program (General Fund) to bring them up to 100% or a 1.0 time-base. The same faculty member can also accept an additional 3 WTUs as “overload,” to teach through Extended Learning (non-general fund).

10. Q. Can Academic Administrators accept additional employment in the faculty unit?

- A. No. Unit 3 compensation to an MPP in Academic Affairs for teaching is not allowed.