



## Restrictions on Additional Employment for Faculty

The Unit 3 Faculty Collective Bargaining Agreement ([Article 36](#)) and the CSU System-Wide Additional Employment Policy ([HR 2002-05](#)) limit total employment in the California State University system to a total of 125%; 100% full-time stateside employment and 25% “Additional Employment”.

The 25% additional employment allowed (an average of 10 hours per week or 3.75 units per academic year semester) is calculated as a percentage of full-time workload (40 hours per week or 15 units per academic year semester) 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 CSUSM Corporation, Extended Learning, and grants and contracts administered by CSU auxiliary organizations. Work performed as a Special Consultant is also counted as part of an individual’s total workload.

Unit 3 Faculty (Lecturers, Coaches, Librarians, Tenure-Track faculty, Counseling faculty, and others represented by the [Unit 3 Faculty Collective Bargaining Agreement](#)) are allowed an overage of 25% of a full-time position only if the overage employment meets one or more of the following criteria:

- (a) consists of employment of a **substantial different nature** from the primary or normal employment; or
- (b) is **funded from non-general fund sources**; or
- (c) is the result of the accrual of part-time employment **on more than one CSU campus**.

The time-period for **academic year faculty** is the academic year (with winter intersession and summer calculated independently). CSUSM and the CSU will not permit faculty to exceed 125% in any given semester. Averaging is not allowed, per the CSU.

Faculty on [Sabbatical Leave](#) cannot accept additional and/or outside employment without prior approval of the President or the President’s designee.

**All additional employment must be authorized and approved in advance of the work assigned.** It is the faculty member’s obligation not to accept employment that exceeds the limitations set forth above. All faculty unit employees are required to submit an [Additional Employment Disclosure Form](#) prior to accepting employment.

**All additional employment must have a time base.** This decimal time base must be determined before the work is offered to faculty.

Faculty may begin working on additional employment only after it has been authorized and approved at all levels at CSUSM. **Working on the project without prior approval is not allowed.**

Participants in the **Faculty Early Retirement Program (FERP)** 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** (a semester is normally 85-days) **or 50% of the faculty member’s time base in the year preceding service retirement.** FERP participants’ period of employment shall refer to the 90-day rule, per Article 29.8 in the Unit 3 Faculty Collective Bargaining

Agreement. FERP faculty are restricted from additional employment unless the additional employment is through a non-CalPERS participant.

Note: Additional Employment (within the CSU) is different than **Outside Employment** (outside the CSU). There are no percentage limits on Outside Employment; however, Outside Employment shall not conflict with normal CSU work assignments or satisfactory performance of all duties as a faculty unit employee. Also, full-time faculty must fill out CBA Appendix G – the [Outside Employment Disclosure Form](#) when the Outside Employment is expected to exceed 160 hours per semester for academic year faculty or 120 hours per 3-month period for 12-month.