



**San José State**  
UNIVERSITY

**Office of Faculty Affairs**

One Washington Square  
San José, CA 95192-0021  
Voice: 408-924-2450  
Fax: 408-924-2425

Associate Vice President  
Joan M. Merdinger

August 17, 2006

TO: VP/SA Phillips, AVP Rose, AVP Cooper, College Deans, Department Chairs & School Directors

FR: Joan M. Merdinger  
Interim AVP/FA

RE: Additional Employment/Overload

The Office of Faculty Affairs is responsible for monitoring additional employment for all Unit 3 faculty. The CSU Additional Employment Policy establishes a limit of 125 % timebase on the total amount of employment an individual may have within the CSU system. CSU employment is defined as any employment compensated through CSU payroll, regardless of funding source (e.g., general fund, extension, lottery, CSU employment reimbursed by an auxiliary or other source). Also included is additional funding from the SJSU Foundation (e.g. grants and contracts). Work performed by faculty (R03) during non-academic days, such as holidays, summer and winter breaks are not counted towards the 125%.

The CFA-CSU Agreement, Article 36.5 states:

*"A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in his/her primary or normal employment. An "overage" of 25% of a full-time position shall be allowed if the overage employment: (a) consists of employment of a substantially different nature from his/her primary or normal employment; (b) is funded from non-general fund sources; or (c) is the result of the accrual of part-time employment on more than one campus."*

For information regarding "Additional Employment" please refer to the Agreement, Article 36, and Technical Letter HR2002-05 which can be viewed at <http://www.calstate.edu/HRAdm/Policies/HR2002-05.pdf>.

For additional information on how to pay non-exempt employees subject to Fair Labor Standards Act (FLSA) Overtime Provisions when they work in multiple concurrent positions please refer to the CFA-CSU Agreement, Article 36, and Technical Letter HR/Salary2003-03 which can be viewed at <http://www.calstate.edu/HRAdm/pdf2003/TL-SA2003-03.pdf>.

Please keep the following items in mind when you are considering the approval of a request for additional pay:

1. Any work that will result in **overtime pay** must be approved in advance via the appropriate Administrator(s) via the attached form;
2. Faculty teaching assignment cannot be more than 100% from general funding sources;
3. All courses offered in degree granting programs whether on or off campus through International & Extended Studies (IES) must be taught by San José State University faculty.

Should you have questions or require additional information or training for your Department of College, please contact the Office of Faculty Affairs at 924-2450.

cc:

President Kassing  
Provost Sigler  
Vice Provosts Whitcomb & Nance  
AVP/HR Rivera  
Counseling Center Director Sivertsen  
College Confidentials

**The California State University:**

Chancellor's Office  
Bakersfield, Channel Islands, Chico,  
Dominguez Hills, East Bay, Fresno,  
Fullerton, Humboldt, Long Beach, Los  
Angeles, Maritime Academy, Monterey  
Bay, Northridge, Pomona, Sacramento, San  
Bernardino, San Diego, San Francisco, San  
Jose, San Luis Obispo, San Marcos,  
Sonoma, Stanislaus