CALIFORNIA STATE UNIVERSITY
Monterey Bay

How to Monitor Additional Employment – 125%

Each CSU campus is responsible for monitoring additional employment. The "CSU Additional Employment Policy" (reference CSU Technical Letter #HR2002-05) establishes a limit of 125% time base 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, auxiliary reimbursed or other reimbursed source). Also included is CSU foundation (grants) and CSU auxiliary employment.

Work performed by faculty (Unit 03) during non-academic workdays; such as summer and winter breaks do not count towards the 125%. Faculty teaching assignments cannot be more than 100% from general funding sources.

How to calculate the total employment for each employee in your Department/College:

University Human Resources has created a *share folder* (located on the CSUMB Server) that gives access to all staff responsible for monitoring additional employment. This folder can be found in the share folder at: M:\Academic Personnel\Private 125%\125

In this folder a spreadsheet has been created to assist in identifying any employee that may exceed the 125% time base. Open the current academic year spreadsheet.

There are several worksheets in this file to help you determine an employee's total time base. All of the worksheets have been converted to represent time base in days. The conversion to days is necessary in order to calculate the 125% limitation when you have employees paid based on different work units (e.g., credits, hours, FTE, days).

- Direct Instruction – Work performed as a Lecturer or Instructional Faculty
- Staff-MPP – Work performed as a Staff member or MPP*
- Foundation – Work performed for Foundation (grants) and CSU auxiliary
- Special Consultant
- Casual Worker
- Extended Education – Work performed during Fall and/or Spring semester
- Calculator – Total time base calculator
- Units Converted to Days – Information on how to convert units to days
- FTE Converted to Days – Information on how to convert FTE to days

Note: Full-time MPPs cannot be compensated for teaching.

1. Check each of the following worksheets for employees that may have multiple appointments.

   - Direct Instruction – Units converted to days
   - Staff-MPP – FTE converted to days
   - Foundation – Hours converted to days
   - Special Consultant - Days
   - Casual Worker – Hours converted to days
   - Extended Education – Units converted to days

2. Go to the Calculator worksheet and enter days worked for any time worked in the different employment areas listed in step 1.

3. Compare *Total Days* to *Number of Days Allowed to Work*. Contact HR if *Total Days* is more than *Number of Days Allowed to Work*.
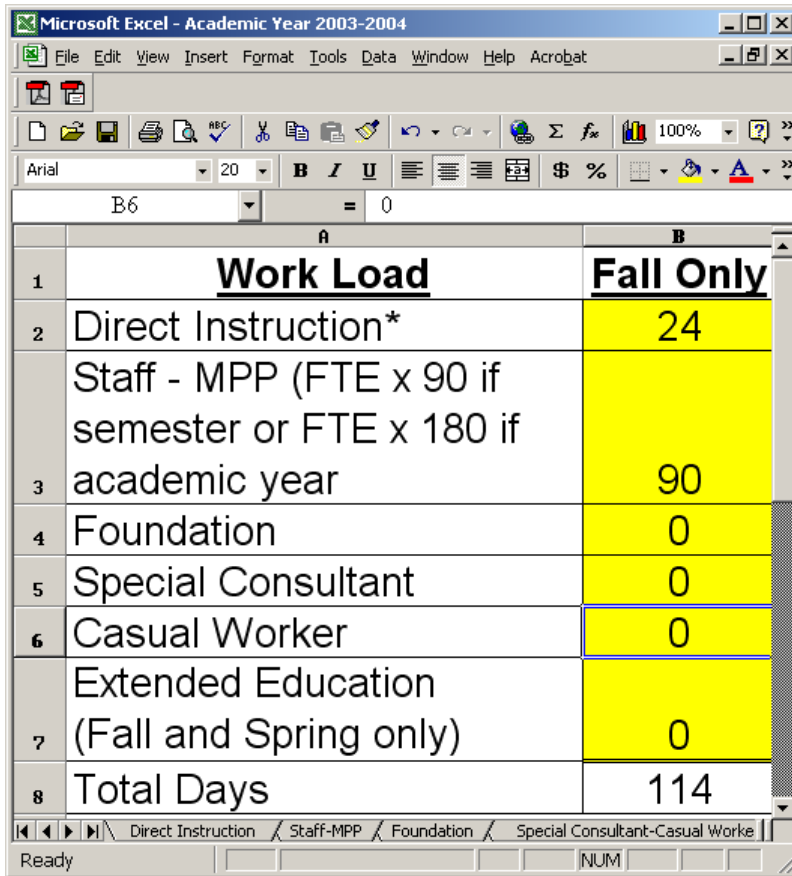
Report will first be published October of each Academic Year and updated monthly thereafter.

Example 1

Joe Jones teaches 4 units for Business and is on the Staff worksheet as a FT employee.

Enter 24 as Direct Instruction Days and enter 90 as Staff Days. This totals to 114 days.

Full-time staff employees are allowed to teach 4 units per semester, so Joe would be allowed to teach this class even though 112 days are allowed per semester.

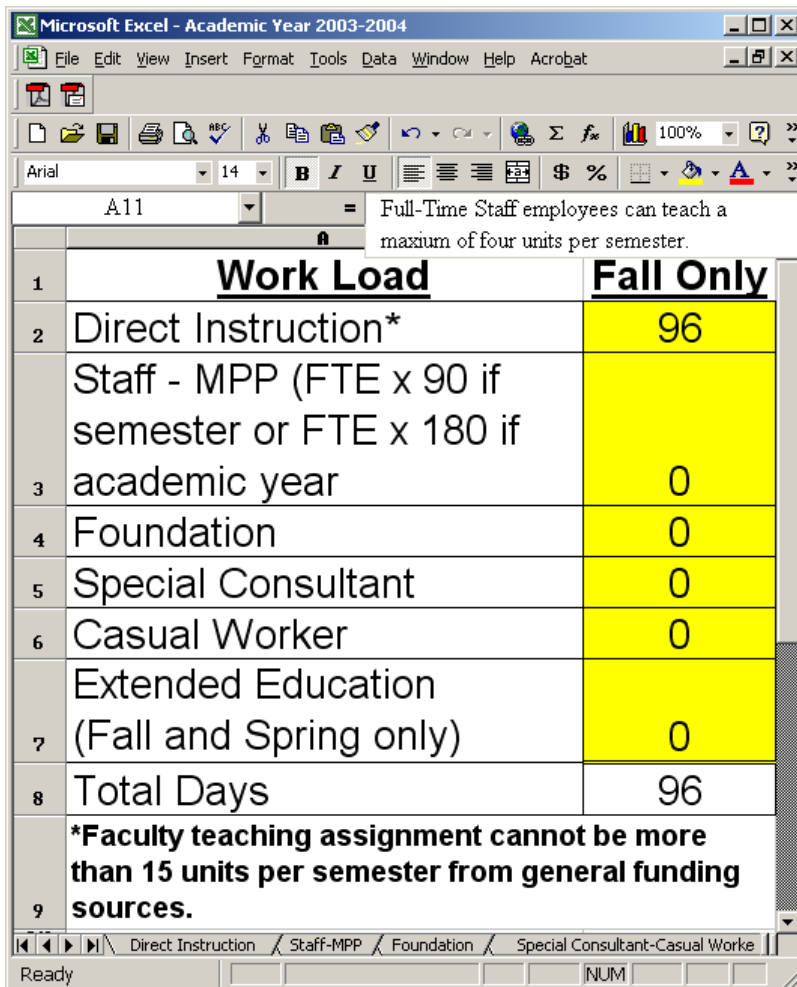| Work Load	Fall Only
Direct Instruction*	24
Staff - MPP (FTE x 90 if semester or FTE x 180 if academic year	90
Foundation	0
Special Consultant	0
Casual Worker	0
Extended Education (Fall and Spring only)	0
Total Days	114

Figure 1: Example 1 calculation

Example 2

Larry Smith teaches 14 units for Business and 2 units in ITCD.

Enter 96 in Direct Instruction Days (84 days for 14 units in Business + 12 days for 2 units in ITCD).

112 days are allowed per semester, but a faculty member cannot teach more than 15 units per semester.

Work Load	Fall Only
Direct Instruction*	96
Staff - MPP (FTE x 90 if semester or FTE x 180 if academic year	0
Foundation	0
Special Consultant	0
Casual Worker	0
Extended Education (Fall and Spring only)	0
Total Days	96
*Faculty teaching assignment cannot be more than 15 units per semester from general funding sources.	

A11 = Full-Time Staff employees can teach a maximum of four units per semester.

Figure 2: Example 2 calculation

Example 3

Mike West has a full-time staff position and is also is also worked 3 days on a grant project this month.

Enter 22 days for his staff position and 3 days for the grant project.

Mike has stayed within the 27 day per month limit.

Work Load	12 month Staff, MPP or Faculty
Direct Instruction*	0
Staff - MPP (FTE x 90 if semester or FTE x 180 if academic year)**	22
Foundation	3
Special Consultant	
Casual Worker	0
Extended Education (Fall and Spring only)	0
Total Days	25
**If 12 month and there are no academic job duties, full-time is equivelent to 22 days per month.	

Records will be retained in accordance with the Chancellor's Office records requirements.