

**2015/2016 FY**  
**Maximum Allowable Additional Employment Beyond Primary Assignment**  
**For Full-Time Academic Year Faculty as of 7/01/2015**

This document is provided for faculty planning purposes. Specific additional employment activities schedules should be worked out with respective College AA/S staff.

**Workload Limitations**

As a condition of the Unit 3 CBA and system policy, the Chancellor’s Office limits faculty from working more than 125% on all employment paid through the CSU or any of its auxiliaries (e.g., CEL, University appointment, grants and contracts) within a given period.

The CBA allows up to 25% overload if the additional employment:

1. Consists of employment of a substantially different nature from the primary or normal work assignment. **or**
2. is funded from non-general fund sources. **or**
3. is the result of part-time employment on more than one campus.

Overload limitations and calculations are based on **time-base**, not salary. When applying the limitations of the Additional Employment Policy to academic year employees, the time-base is calculated based on the number of hours within each work/break period, as follows:

Academic Work Days: Faculty may work up to an additional 25% during academic work days.

**\*Break:** Faculty in academic year assignments may work one full-time and one appointment not to exceed 25% on campus-funded activities such as teaching summer school and working on grants and contracts, if one of the three tests listed above is met by the appointments. Any one appointment may not exceed full-time; for example, a faculty member cannot be appointed above full-time to one grant.

For 12 month faculty, the time-base is calculated based as follows:  
the general rule is that the 25% overload is calculated on a weekly basis, allowing ten hours per week for additional employment. Faculty in additional appointments paid at a daily rate (e.g., Special Consultant) are considered to have worked a full (8-hour) day for each day charged, regardless of the number of hours reported. Normally, when using a daily rate appointment in addition to a full-time primary appointment, the number of days of additional appointment should not exceed a monthly average of one day per week.

<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
50 hrs	6/28/15	<b>6/29/15</b>	<b>6/30/15</b>	<b>7/1/15</b>	<b>7/2/15</b>	<b>7/3/15</b>	7/4/15	5 + 1* days
50 hrs	7/5/15	<b>7/6/15</b>	<b>7/7/15</b>	<b>7/8/15</b>	<b>7/9/15</b>	<b>7/10/15</b>	7/11/15	5 + 1* days
50 hrs	7/12/15	<b>7/13/15</b>	<b>7/14/15</b>	<b>7/15/15</b>	<b>7/16/15</b>	<b>7/17/15</b>	7/18/15	5 + 1* days
50 hrs	7/19/15	<b>7/20/15</b>	<b>7/21/15</b>	<b>7/22/15</b>	<b>7/23/15</b>	<b>7/24/15</b>	7/25/15	5 + 1* days
50 hrs	7/26/15	<b>7/27/15</b>	<b>7/28/15</b>	<b>7/29/15</b>	<b>7/30/15</b>	<b>7/31/15</b>	8/1/15	5 + 1* days
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>

50 hrs	8/2/14	<b>8/3/15</b>	<b>8/4/15</b>	<b>8/5/15</b>	<b>8/6/15</b>	<b>8/7/15</b>	8/8/15	5 + 1* days
50 hrs	8/9/15	<b>8/10/15</b>	<b>8/11/15</b>	<b>8/12/15</b>	<b>8/13/15</b>	<b>8/14/15</b>	8/15/15	5 + 1* days
50 hrs	8/16/15	<b>8/17/15</b>	<b>8/18/15</b>	<b>8/19/15</b>	<b>8/20/15</b>	<b>8/21/15</b>	8/22/15	5 + 1* days
50 hrs	8/25/15	<b>8/26/15</b>	<b>8/27/15</b>	<b>8/26/15</b>	<b>8/27/15</b>	<b>8/28/15</b>	8/29/15	5 + 1* days
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
50 hrs	8/30/15	<b>8/31/15</b>	<b>9/1/15</b>	<b>9/2/15</b>	<b>9/3/15</b>	<b>9/4/15</b>	9/5/15	5 + 1* days
50 hrs	9/6/15	<b>9/7/15</b>	<b>9/8/15</b>	<b>9/9/15</b>	<b>9/10/15</b>	<b>9/11/15</b>	9/12/15	5 + 1* days
26 hrs	9/13/15	<b>9/14/15</b>	<b>9/15/15</b>	<b>9/16/2015</b> <i>AY begins</i>	<b>9/17/15</b>	<b>9/18/15</b>	9/19/15	3 days
10 hrs	9/20/15	<b>9/21/15</b>	<b>9/22/15</b>	<b>9/23/15</b>	<b>9/24/2015</b> <i>Class begins</i>	<b>9/25/15</b>	9/26/15	1 day
10 hrs	9/27/15	<b>9/28/15</b>	<b>9/29/15</b>	<b>9/30/15</b>	<b>10/1/15</b>	<b>10/2/15</b>	10/3/15	1 day
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	10/4/15	<b>10/5/15</b>	<b>10/6/15</b>	<b>10/7/15</b>	<b>10/8/15</b>	<b>10/9/15</b>	10/10/15	1 day
10 hrs	10/11/15	<b>10/12/15</b>	<b>10/13/15</b>	<b>10/14/15</b>	<b>10/15/15</b>	<b>10/16/15</b>	10/17/15	1 day
10 hrs	10/18/15	<b>10/19/15</b>	<b>10/20/15</b>	<b>10/21/15</b>	<b>10/22/15</b>	<b>10/23/15</b>	10/24/15	1 day
10 hrs	10/25/15	<b>10/26/15</b>	<b>10/27/15</b>	<b>10/28/15</b>	<b>10/29/15</b>	<b>10/30/15</b>	10/31/15	1 day
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	11/1/15	<b>11/2/15</b>	<b>11/3/15</b>	<b>11/4/15</b>	<b>11/5/15</b>	<b>11/6/15</b>	11/7/15	1 day
18 hrs	11/8/15	<b>11/9/15</b>	<b>11/10/15</b>	<b>11/11/15</b>	<b>11/12/15</b>	<b>11/13/15</b>	11/14/15	2 days
10 hrs	11/15/15	<b>11/16/15</b>	<b>11/17/15</b>	<b>11/18/15</b>	<b>11/19/15</b>	<b>11/20/15</b>	11/21/15	1 day
26 hrs	11/22/15	<b>11/23/15</b>	<b>11/24/15</b>	<b>11/25/15</b>	<b>11/26/15</b>	<b>11/27/15</b>	11/28/15	3 days
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	11/29/15	<b>11/30/15</b>	<b>12/1/15</b>	<b>12/2/15</b>	<b>12/3/15</b>	<b>12/4/15</b>	12/5/15	1 day

10 hrs	12/6/15	<b>12/7/15</b>	<b>12/8/15</b>	<b>12/9/15</b>	<b>12/10/15</b>	<b>12/11/15</b>	12/12/15	1 day
34 hrs	12/13/15	<b>12/14/15</b>	<b>12/15/2015</b> Grades Due	<b>12/16/15</b>	<b>12/17/15</b>	<b>12/18/15</b>	12/19/15	4 days
50 hrs	12/20/15	<b>12/21/15</b>	<b>12/22/15</b>	<b>12/23/15</b>	<b>12/24/15</b>	<b>12/25/15</b>	12/26/15	5 + 1* days
50 hrs	12/27/15	<b>12/28/15</b>	<b>12/29/15</b>	<b>12/30/15</b>	<b>12/31/15</b>	<b>1/1/16</b>	1/2/16	5 + 1* days
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
26 hrs	1/3/16	<b>1/4/16</b>	<b>1/5/16</b>	<b>1/6/2016</b> Qtr begins	<b>1/7/16</b>	<b>1/8/16</b>	1/9/16	3 days
10 hrs	1/10/16	<b>1/11/2016</b> Class begins	<b>1/12/16</b>	<b>1/13/16</b>	<b>1/14/16</b>	<b>1/15/16</b>	1/16/16	1 day
18 hrs	1/17/16	<b>1/18/16</b>	<b>1/19/16</b>	<b>1/20/16</b>	<b>1/21/16</b>	<b>1/22/16</b>	1/23/16	2 days
10 hrs	1/24/16	<b>1/25/16</b>	<b>1/26/16</b>	<b>1/27/16</b>	<b>1/28/16</b>	<b>1/29/16</b>	1/30/16	1 day
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	1/31/16	<b>2/1/16</b>	<b>2/2/16</b>	<b>2/3/16</b>	<b>2/4/16</b>	<b>2/5/16</b>	2/7/15	1 day
10 hrs	2/7/16	<b>2/8/16</b>	<b>2/9/16</b>	<b>2/10/16</b>	<b>2/11/16</b>	<b>2/12/16</b>	2/13/16	1 day
10 hrs	2/14/16	<b>2/15/16</b>	<b>2/16/16</b>	<b>2/17/16</b>	<b>2/18/16</b>	<b>2/19/16</b>	2/20/16	1 day
10 hrs	2/21/16	<b>2/22/16</b>	<b>2/23/16</b>	<b>2/24/16</b>	<b>2/25/16</b>	<b>2/26/16</b>	2/27/16	1 day
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	2/28/16	<b>2/29/16</b>	<b>3/1/16</b>	<b>3/2/16</b>	<b>3/3/16</b>	<b>3/4/16</b>	3/5/16	1 day
10 hrs	3/6/16	<b>3/7/16</b>	<b>3/8/16</b>	<b>3/9/16</b>	<b>3/10/16</b>	<b>3/11/16</b>	3/12/16	1 day
10 hrs	3/13/16	<b>3/14/16</b>	<b>3/15/16</b>	<b>3/16/16</b>	<b>3/17/16</b>	<b>3/18/16</b>	3/19/16	1 day
10 hrs	3/20/16	<b>3/21/16</b>	<b>3/22/16</b>	<b>3/23/16</b>	<b>3/24/16</b>	<b>3/25/16</b>	3/26/16	1 day
26 hrs	3/27/16	<b>3/28/16</b>	<b>3/29/2016</b> Grades due	<b>3/30/16</b>	<b>3/31/16</b>	<b>4/1/2016</b> Qtr begins	4/2/16	3 days
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	4/3/16	<b>4/4/2016</b> Class begins	<b>4/5/16</b>	<b>4/6/16</b>	<b>4/7/16</b>	<b>4/8/16</b>	4/9/16	1 day

10 hrs	4/10/16	<b>4/11/16</b>	<b>4/12/16</b>	<b>4/13/16</b>	<b>4/14/16</b>	<b>4/15/16</b>	4/16/16	1 day
10 hrs	4/17/16	<b>4/18/16</b>	<b>4/19/16</b>	<b>4/20/16</b>	<b>4/21/16</b>	<b>4/22/16</b>	4/23/16	1 day
10 hrs	4/24/16	<b>4/25/16</b>	<b>4/26/16</b>	<b>4/27/16</b>	<b>4/28/16</b>	<b>4/29/16</b>	4/30/16	1 day
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
10 hrs	5/1/16	<b>5/2/16</b>	<b>5/3/16</b>	<b>5/4/16</b>	<b>5/5/16</b>	<b>5/6/16</b>	5/7/16	1 day
10 hrs	5/8/16	<b>5/9/16</b>	<b>5/10/16</b>	<b>5/11/16</b>	<b>5/12/16</b>	<b>5/13/16</b>	5/16/16	1 day
10 hrs	5/15/16	<b>5/16/16</b>	<b>5/17/16</b>	<b>5/18/16</b>	<b>5/19/16</b>	<b>5/20/16</b>	5/21/16	1 day
10 hrs	5/22/16	<b>5/23/16</b>	<b>5/24/16</b>	<b>5/25/16</b>	<b>5/26/16</b>	<b>5/27/16</b>	5/28/16	1 day
<i>UEC</i>	Sun	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	Sat	<i>State</i>
18 hrs	5/29/16	<b>5/30/16</b>	<b>5/31/16</b>	<b>6/1/16</b>	<b>6/2/16</b>	<b>6/3/16</b>	6/4/16	2 days
10 hrs	6/5/16	<b>6/6/16</b>	<b>6/7/16</b>	<b>6/8/16</b>	<b>6/9/16</b>	<b>6/10/16</b>	6/11/16	1 day
10 hrs	6/12/16	<b>6/13/16</b>	<b>6/14/16</b>	<b>6/15/16</b>	<b>6/16/16</b>	<b>6/17/16</b>	6/18/16	1 day
34 hrs	6/19/16	<b>6/20/16</b>	<b>6/21/2016 Grades Due</b>	<b>6/22/16</b>	<b>6/23/16</b>	<b>6/24/16</b>	6/25/16	4 days
50 hrs	6/26/16	<b>6/27/16</b>	<b>6/28/16</b>	<b>6/29/16</b>	<b>6/30/16</b>	<b>7/1/16</b>	7/2/16	5 + 1* days