



Additional Employment Pre-Approval Form for Faculty & Staff

Full-time 12-month and AY faculty must complete this form if **any** additional employment dates take place on academic workdays during academic year. **AY Faculty** do **not** complete this form if **all** work will be completed on non-contract dates (i.e. Summer/Winter/Spring breaks) or if additional employment will be a grant managed through University Corporation.

Full-time staff must complete form and primary work schedule **must** be on file before **any** additional employment takes place.

Completed form must be submitted to UP at least **30 days before additional employment begins** to verify eligibility. Please allow sufficient time to obtain required signatures. See directions on following page.

Employee Name: _____	Employee ID: _____
Primary Assignment _____	Employee Classification: _____
College/Division: _____	
Primary Assignment _____	
Department: _____	Requester's Name: _____
Funding Department and Program and Chartfield: _____	

Are these general funds? Yes No If yes, please contact your College Analyst or Budget Officer before proceeding.

Check only one box to indicate type of Requested Appointment (see instructions for further details)

Teaching (for full-time AY faculty only include Extended Education on academic work days)

Enter course title, section, days, and time of day	Start Date	End Date	# of Units

Note: Staff must attach current work schedule form.

Non-Teaching, Special Consultant, or Job Code 2403

Non-Teaching (attach job description and work schedule form) Special Consultant (Provide description of duties and deliverables)	Payroll Start Date	Payroll End Date	Time Commitment

Note: Salary must meet FLSA exempt requirements or appointment will be treated as non-exempt and subject to overtime.

AY Faculty only List any non-contract dates when work will take place (see instructions): _____

By signing below we certify the work submitted meets one of the following mandatory criteria: 1) being substantially different or unrelated to primary employment, 2) is funded from non-general fund sources, 3) is the result of working part-time on more than one campus, or 4) is necessary to meet a faculty member's entitlement.

Employee Signature

Dean's Signature (only required for faculty)

Employee's Department Chair or Manager Signature

Provost's Signature (only required for full-time faculty)

For University Personnel Use Only			
<u>Employment Allocation</u>	%	<u>Employment Allocation</u>	%
CSUMB	_____	CSUMB Corporation	_____
Extended Education Assignments	_____	Special Consultant	_____
Other CSU Campus	_____	Proposed Additional Employment	_____
		Total Employment	_____
		Job Code for new appointment	_____
University Personnel Signature			

Instructions for Completing Additional Employment Pre-Approval Form

***CSU ADDITIONAL EMPLOYMENT POLICY:** CSU employees are permitted additional employment compensated by the California State University, funded by General or Non-General Funds including CSU Auxiliaries. Additional employment refers to any CSU employment that is in addition to the employee's primary appointment. This additional employment shall not exceed 25% workload overage. Examples of additional employment include work with CSUMB auxiliaries, work at other CSU campuses, the CSU Chancellor's office, lottery awards, college and department incentive grants or special project assignments.

The employee must complete the fields listed in *Italics*. Do **not** complete the form if **all** work will be completed on non-contract dates (i.e. Summer/Winter/Spring breaks) or if additional employment will be a grant managed through University Corporation.

Employee Name: Enter employee name.

Employee ID: Enter employee ID (not Otter ID).

Primary Assignment College/Division: Enter the College or Division where your primary assignment is located. If you have multiple appointments, select the College or Division where the highest amount of work resides. If appointments have the same amounts, select the College or Division with the earliest appointment date.

Employee Classification: Select Staff or Faculty from the drop down menu.

Primary Assignment Department: Enter the Department where your primary assignment is located. If you have multiple appointments, select the Department where the highest amount of work resides. If appointments have the same amounts, select the Department with the earliest appointment date.

Requester's Name: Enter the name of the person who is requesting the work.

Funding Department: Enter the name of the Department or Program that will be funding the work. This information should be provided by the Requester.

Are these general funds? Indicate if the funds are general funds or not. If yes, please contact College Analyst or Budget Officer before proceeding.

Check the box for either Teaching or Non-Teaching Appointment: For teaching appointments, enter up to two classes per form provided the classes are for the same department and monitored by the same supervisor. If teaching for different Departments or supervisors, please submit separate forms. For non-teaching appointments, please submit one form for each assignment. Please do not list teaching and non-teaching appointments on the same form.

Teaching Appointments: Enter the course title, section, days of the week the class meets, and the time of day the class meets. Staff must also provide their current work schedule.

Start Date: Enter the start date of the assignment. (Must be 30 days after the submission of the form.)

End Date: Enter the end date of the assignment.

of Units: Enter the number of weighted teaching units (WTU) for the class.

Non-Teaching Appointments or Special Consultant: Please enter or attach a job description that describes the duties to be performed and a work schedule form.

Start Date: Enter the Payroll month and year when assignment will start. (Must be 30 days after the submission of the form.)

End Date: Enter the Payroll month and year when the assignment will end.

Time Commitment: Enter the timebase or number of units, days, or hours and select the appropriate measurement from the drop down menu. Please note that assignments spanning multiple pay periods will receive multiple payments distributed equally across the appropriate pay periods and may include a settlement payment (if necessary).

AY Faculty only: *List any non-contract dates when work will take place:* Faculty member lists non-contract dates that work will be done. This time will **not** count towards the 125% maximum. **If all work occurs on non-contract dates, no AEP is required.**

Employee Signature: Employee signs using Adobe Acrobat Digital Signature (if preferred) and emails the signed form as an attachment to their chair or manager for the additional employment.

Employee's Department Chair or Manager Signature: For **staff employees**, the Manager of the staff employee checks the approval box, signs using Adobe Acrobat Digital Signature (if preferred) to verify the employee has provided notice of intent to accept additional employment and sends completed form to University Personnel and copies College Analysts for Requester's College and Employee's College. For **faculty employees**, the Department Chair signs using Adobe Acrobat Digital Signature (if preferred) to verify the faculty employee has provided notice of intent to accept additional employment and sends completed form to Dean of the faculty employee's College.

Dean's Signature: Dean of faculty employee checks the approval box, signs using Adobe Acrobat Digital Signature (if preferred) to indicate notification and sends form to Provost's Office for signature. **Required if employee is faculty.**

Provost's Signature: Provost signs using Adobe Acrobat Digital Signature (if preferred) to indicate notification and sends form to UP. **Required if faculty member is full-time.**

University Personnel: Review all employment for employee to verify that proposed employment will not exceed CSU 125% Policy AND meets the criteria for additional employment. Complete UP section with all employment listed and the total employment (including proposed employment). Email completed form to Requester, Employee, Employee's Chair or Manager, Employee's Administrative Support Coordinator, College Analyst(s) for Funding Department's and Employee's college. Indicate in email if proposed employment will or will not exceed 125% Policy and meets the criteria for additional employment.