California State University Chico

ADDITIONAL EMPLOYMENT: PAYMENT GUIDELINES & PROCESSES

SPECIAL CONSULTANT
The Special Consultant classification should be used for work that meets the “exempt” criteria of the Fair Labor Standards Act (FLSA) and is not to be used for non-exempt work. (Classification Qualification and Standards, the California State University System)

❖ Criteria:
  ➢ Assignment is of a short duration
  ➢ Assignment/duties are performed by an exempt employee
  ➢ Employee must have a particular knowledge, ability or expertise in order to perform the work
  ➢ Type of work is other than typical “faculty duties” (see CBA, Article 20)
    ▪ Exception when work IS for typical “faculty duties” (optional): Faculty member is participating in Faculty Development workshop/activity or Chancellor’s Office project, where the total payment due to the faculty is less than $1,500. If over $1,500, the faculty should be paid using the 2403 job code.
  ➢ Work is paid as a daily rate for a specified amount of time

❖ Process for requesting payment:
  ➢ Complete Independent Contractor vs Employee Worksheet (results must meet criteria for hiring the individual as an Employee – not an Independent Contractor)
  ➢ Complete Special Consultant Agreement form (including signatures of Consultant, Supervisor and Dean/Head)
  ➢ Submit both documents to the Office of Academic Personnel for signature. Once signed/approved, Academic Personnel will submit the documents to Payroll for processing.
  ➢ After the work is complete,
    ▪ Complete the Special Consultant Agreement Timesheet (including signatures)
    ▪ Submit to Payroll

❖ Examples:
  ➢ Guest musician/vocalist for the symphony or other on campus event, when this is not a part of their regular faculty teaching assignment for the semester
  ➢ Presenting or speaking at an event on campus, for a specific group, when this is not a part of their regular faculty teaching assignment for the semester
ADDITIONAL EMPLOYMENT FOR FULL-TIME FACULTY - 2403 Job Code
The 2403 Job Code should be used to appoint full-time faculty (either tenured, tenure track, or temporary) to additional faculty unit employment (see CBA Article 20). Total employment may not exceed 125% at any time, per Article 36 of the CBA.

Three scenarios are available for this job code:

Scenario #1 – Compensation for the “16th Unit”:
A lecturer is teaching more than 15 WTU at a single campus in an academic term and is eligible to be compensated for the additional WTU pursuant to provision 12.29.d of the CBA.

❖ Process for requesting payment:
  ➢ Complete an AAF, following the steps on the Wiki (link)
  ➢ Follow the standard campus practice for processing the AAF

Scenario #2 – Payment for a Special Project during Academic Year:
A Provost at a semester campus agrees to pay $5,000 to a full-time faculty member for additional work of a substantially different nature, outside their regular full-time appointment. The faculty will work approximately 10 hours weekly (.25 FTE) in the additional assignment. The appointment extends over the September and October payperiods.

❖ Process for requesting payment:
  ➢ Complete an AAF, following the steps on the Wiki (link)
  ➢ Follow the standard campus practice for processing the AAF

Scenario #3 – Payment for Work Over a Semester Break (winter/summer):
A full-time faculty member plans to work 19 days on a project funded by a grant/program/unit over the winter or summer break.

❖ Process for requesting payment:
  ➢ Complete an AAF, following the steps on the Wiki (link)
  ➢ Follow the standard campus practice for processing the AAF

ADDITIONAL EMPLOYMENT FOR LESS THAN FULL-TIME FACULTY
A less than full-time faculty unit employee is offered unit 3 work that does not meet the criteria for Special Consultant.

❖ Criteria:
  ➢ Type of work is typical “faculty duties” (see CBA, Article 20)
  ➢ Work is performed either during the academic year or during breaks
Total employment does not exceed 100%

Process for requesting payment:
- Complete an AAF, following the steps on the Wiki (link)
  - Use appropriate job code for work (e.g. 2358 or 2359)
  - Follow the standard campus practice for processing the AAF

**TEACHING THAT IS PAID THROUGH NON-GENERAL FUND SOURCES (SUCH AS RCE)**
- Most frequently, these are self-support courses coordinated and funded by the Regional & Continuing Education center
  - RCE will generate an AAF and provide it to the faculty for their signature and acceptance of the duties described in the AAF
  - The AAF will be returned to the Office of Regional and Continuing Education for processing

**EXTERNAL GRANTS THROUGH THE RESEARCH FOUNDATION**
- Hiring is done by the Research Foundation for a particular grant or project
  - Departments and/or Colleges may assist with the hiring paperwork
  - Faculty should contact their Grant Analyst for proper procedures specific to their grant