

## Outside Employment

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article35.pdf>

Please notify faculty employees of this requirement and provide them with **Appendix G** at the beginning of each semester (for academic year or 10-month employees) or prior to the quarter reporting dates (for 12-month employees).

### General Information:

All **full-time** Unit 3 employees are required to provide a statement to the appropriate administrator of all outside employment where such outside employment is expected to amount to more than 160 hours per semester for Unit 3 employees holding academic year or 10 month appointments.

Unit 3 employees holding 12-month appointments are required to provide this statement where such outside employment is expected to amount to more than 120 hours per 3-month period. Full-time Unit 3 employees include faculty (tenure line and temporary), counselors, librarians, and coaches.

### College Procedure:

- Employees must provide the form to the appropriate administrator within 30 days of the commencement of the semester or 3-month period during which the outside employment is to be undertaken.
- Faculty submit Appendix G forms to Chairs and Directors, Chairs and Directors then forward to UP-Faculty Affairs Additional employment mailbox: [additionalemployment-faculty@sjsu.edu](mailto:additionalemployment-faculty@sjsu.edu) (copy Mary and Kris in the Dean's Office).
- Forms are placed in the employee's Personnel Action File following the appropriate Article 11 notice provisions (5 days notice, 11.4).

Note: Outside Employment differs from Additional Employment which refers to any employment compensated by the CSU, funded by the general fund or non-general funds including CSU auxiliaries that is in addition to the primary or normal employment of the faculty unit employee.

## ARTICLE 35 - Outside Employment

*35.1 Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty unit employee.*

*35.2 Upon written request directed to an individual full-time faculty unit employee by the appropriate administrator, the faculty unit employee shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which s/he has been appointed. Such requests may be made when the appropriate administrator has determined that such information is necessary to ascertain compliance with provision 35.1 of this Article.*

*35.3 In addition to the requirements of 35.2, all full-time faculty unit members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than*

*a. One hundred sixty (160) hours per semester for faculty holding academic year or ten (10) month appointments at a semester campus.*

*b. One hundred ten (110) hours per quarter for faculty holding academic year or ten (10) month appointments at a quarter campus.*

*c. One hundred twenty (120) hours per three (3) month period for faculty holding twelve (12) month appointments.*

*Written statements shall be submitted using the form at [Appendix G](#) and shall be provided to the appropriate administrator within thirty (30) days of the commencement of the semester, quarter, or three (3) month period during which the outside employment is to be undertaken. For faculty holding twelve (12) month appointments the quarter dates for the purposes of reporting shall be July 1, October 1, January 1, and April 1.*

**Outside Employment Disclosure Form:**

This form is to be completed within 30 days of the commencement of each semester/quarter/ 3 month period as appropriate by full-time faculty to ensure compliance with Article 35 of the CSU/CFA CBA. Article 35 of the CBA requires that

“...all full-time faculty unit members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than

- (i) 160 hours per semester for faculty holding academic year or 10 month appointments at a semester campus.
- (ii) 110 hours per quarter for faculty holding academic year or 10 month appointments at a quarter campus.
- (iii) 120 hours per 3 month period for faculty holding 12 month appointments.

Written statements shall be provided to the appropriate administrator within 30 days of the commencement of the semester, quarter, or three (3) month period during which the outside employment is to be undertaken. For faculty holding twelve (12) month appointments the quarter dates for the purposes of reporting shall be July 1; October 1; January 1; and April 1.”

Name:

Department:

- 12 Month Appointment       10 Month Appointment       AY Appointment

	Nature of Outside Employment Held	Hours
1		
2		

Signed.....

Dated.....

- Continuation Sheet Attached