

Additional Employment Training:
Summer Session Appointments

*Rosario Gaspar & Crystal Mercado
Faculty Services
University Personnel*



- CSU Policy on Additional Employment
- CBA Limits on Appointments
- Types of Additional Employment Appointments
- Workflow
- FS Review Process
- Summer Guidance
- Summer Session Appointments
- Demonstration of Appointment Forms
- Appointment Reminders
- Questions



CSU Technical Letter HR 2002-05 defines additional employment as:

“CSU employment is defined as any employment compensated through CSU payroll, regardless of funding source (e.g., general fund, extension, lottery, CSU employment reimbursed by an auxiliary or other source).”

“When determining additional employment under the CSU Additional Employment Policy, all CSU employment and all outside CSU foundation and other CSU auxiliary employment are considered together.”



The CSU-CFA Collective Bargaining Agreement (CBA) provision 36.5 states:

A faculty unit employee shall be limited in CSU employment to the equivalent of one full-time position in [their] primary or normal employment. An “overage” of up to twenty five percent (25%) of a full-time position shall be allowed if the overage employment:

- (a) consists of employment of a substantially different nature from his/her primary or normal employment;
- (b) is funded from non-general fund sources;
- (c) is the result of the accrual of part-time employment on more than one (1) campus; or
- (d) is necessary to meet a temporary faculty employee’s entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9).



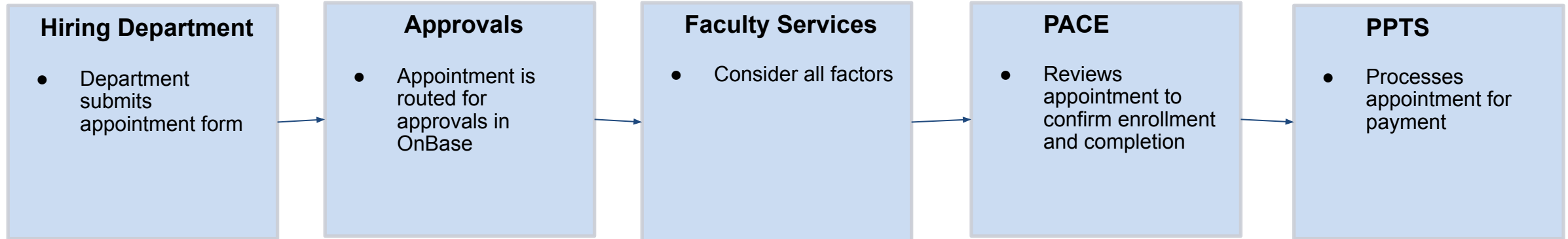
Types of Additional Employment appointments and processes

Types of Additional Employment Appointments
Tower Foundation
Research Foundation
Substitute Payments
Summer Appointments
PACE Appointments
Special Consultant
Faculty Miscellaneous Payment
Category 2403

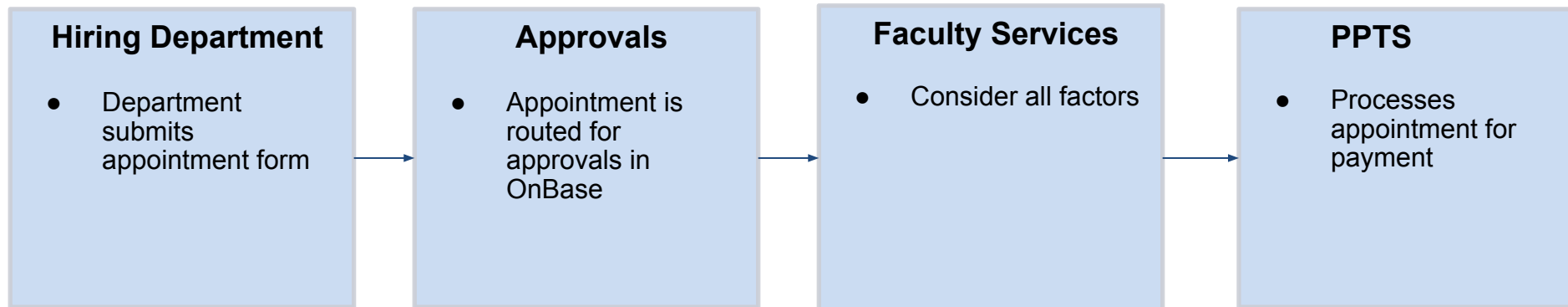
Other Additional Employment Related Processes
Reimbursed Time Authorization (RTA)
Research Foundation
Tower Foundation
RSCA Awards
Assigned Time Memos

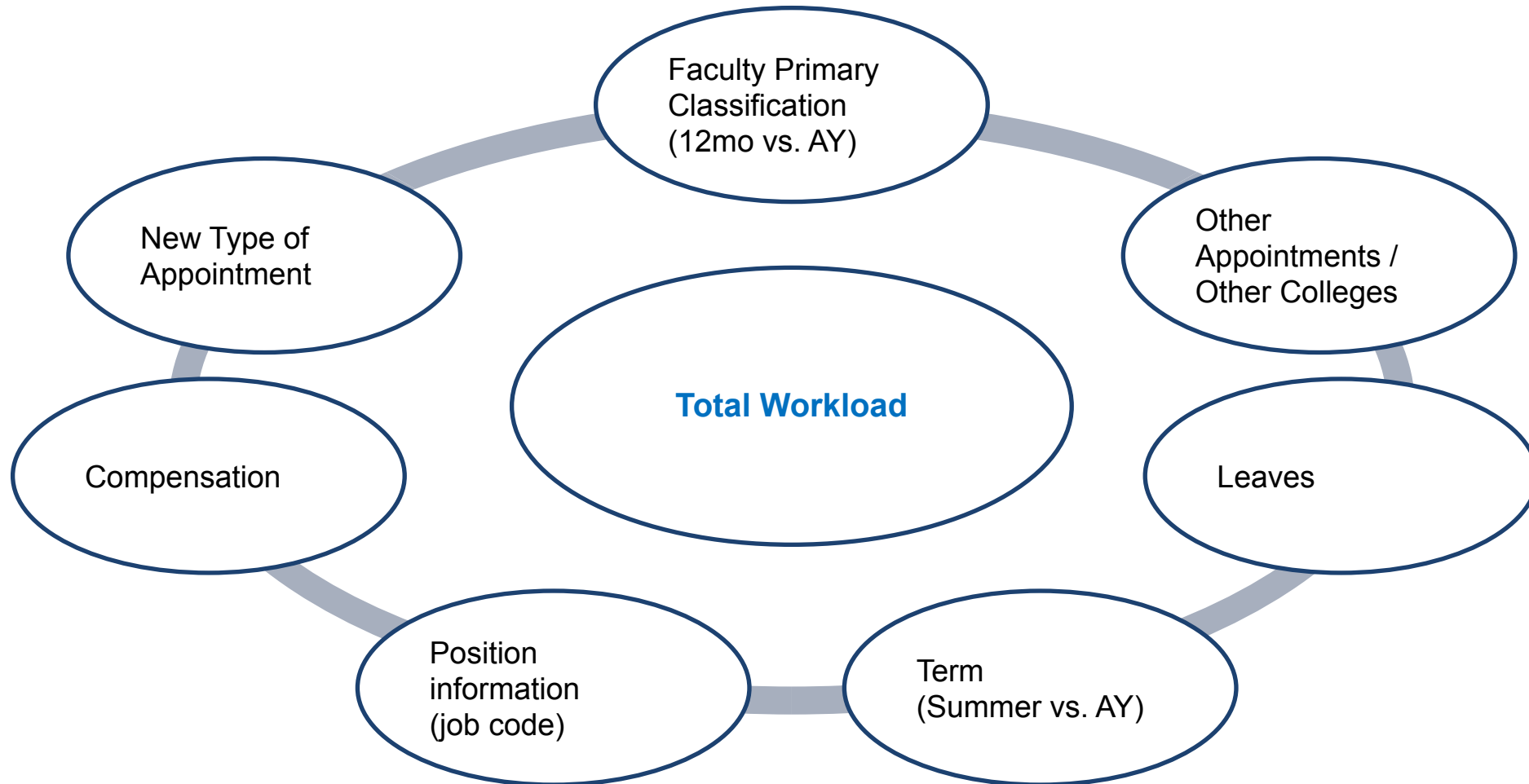


Summer and Special Session Appointment Workflow



State-Supported Summer Appointment Workflow





- [Summer Additional Employment Guidance](#)
- Faculty can work no more than 1.1 WTUs per week among all appointments
- Additional employment allows a work week of 50 hours per week
 - Full time work is 40 hours per week
- 1 WTU equals 45.33 hours
- During summer, faculty can work up to 12 weeks for a maximum total of 600 hours or 13.23 WTUs



Formula:

- Number of weeks in appt * 50 hours per week = Total number of hours of work required in appt
- Total number of hours of work required in appt / 45.33 hours per WTU = Maximum number of WTUs of appt
- Maximum number of WTUs of appt / Number of weeks in appt = 1.1 WTU per week

Summer session 10 week session:	Summer session 5 week session:	SJSU Online 8 week session:
<ul style="list-style-type: none"> • 11 weeks • Maximum of 12 WTUs • Maximum 550 hours available hours 	<ul style="list-style-type: none"> • 5.5 weeks • Maximum of 6 WTUs • Maximum 275 hours available hours 	<ul style="list-style-type: none"> • 8.8 weeks • Maximum of 9.7 WTUs • Maximum of 440 hours available hours
<ul style="list-style-type: none"> • 11 weeks * 50 hours: 550 hours • 550 hours / 45.33 hours: 12 WTUs • 12 WTUs / 11 weeks: 1.09 WTUs per week 	<ul style="list-style-type: none"> • 5.5 weeks * 50 hours: 275 hours • 275 hours / 45.33 hours: 6 WTUs • 6 WTUs / 5.5 weeks: 1.09 WTUs per week 	<ul style="list-style-type: none"> • 8.8 weeks * 50 hours: 400 hours • 400 hours / 45.33 hours: 9.7 WTUs • 9.7 WTUs / 8.8 weeks: 1.1 WTUs per week



- [Summer Session Appointment Processing Deadlines - Summer 2025](#)
 - New hires and Rehires with break more than 12 months: Deadline May 9, 2025
 - Rehires with break less than 12 months: Deadline May 12, 2025
 - PaCE Special Session: Deadline submit 3 weeks prior to start date
 - [2322 Salary Schedule](#)
- Appointment Types:
 - PaCE Summer Session:
 - Non-general funding, self-support basis, job code 2357, 1/30th unit rate, two 5-week sessions and one 10-week session
 - PaCE SJSU Online
 - PaCE funding, job code 2322, 2322 salary schedule unit rate or Provost approved rate, one 8-week session
 - PaCE Special Session
 - PaCE funding, offered through PaCE on a self-support basis, job code 2322 and 2322 salary schedule unit rate or Provost approved rate, any appointment dates
 - State-Supported Summer Pre-Approval & Payment
 - General funding, state-support basis, job code 2457, 1/30th unit rate, two 5-week sessions and one 10-week session



Use the correct form for the job code and type of work

OnBase Form	Job Code	Funding	Appointment Type	Examples of Duties	Compensation
State-Supported Summer Pre-Approval & Payment	2457	General funds	Instructional	Teaching classes	1/30 Rate
			Non-Instructional	Advising or coordinating summer programs	
PACE Summer Session	2357	Non-General funds	Instructional	Teaching classes	1/30 Rate
			Non-Instructional	Advising or coordinating summer programs	
PACE Special Session AND PACE SJSU Online	2322	PACE funds	Instructional	Teaching classes	2322 Salary Schedule student enrollment rate OR Other with Provost approval (1/30th rate)
			Non-Instructional	Advising or coordinating summer programs	2322 Salary Schedule 25+ students (max rate) OR Other with Provost approval (1/30th rate)



- [Faculty Additional Employment Unity Form](#)
- [Additional Employment Appointment Form Instructions](#)
- PaCE Summer Session
- PaCE Special Session and PaCE SJSU Online
- State-Supported Summer Pre-Approval & Payment



- Non-instructional appointments:
 - Input detailed description in the “Please explain or justify if any additional workload is requested” comments box at the top or attachment
 - If attachment is submitted, add title and summary in the comments box
- Summer session and State-Supported Summer appointments use the 1/30th unit rate
 - $1/30\text{th unit rate} = \text{Full time AY monthly base rate} * 12 / 30$
- PaCE Special Session and SJSU Online appointment use the unit rate based on enrollment on the 2322 salary schedule
 - If department has Provost approval to use a higher rate, attach the approval memo and describe how unit rate was obtained in comments box
- Ensure the correct form is used for the appropriate job code (and position number)
- Faculty Services will only review fully approved appointments
 - Submit appointments early to allow time for approvals



- Appointment start date can be at most, 2 days earlier than the course start date
- Appointment end date can be at most, 1 week after the course end date
- Rank must be the faculty's rank in their primary position in the same department, if any
- If the faculty is from a different college, select the "Hiring Department is different than Home Department" which requires approval (Chair and/or Dean) from the faculty's primary department as well as the hiring department
- Complete a [Position Management Action Request](#) (PMAF) to request a new position number or make changes to a position number



- Email additionalemployment-faculty@sjsu.edu
- Attend an [Open Lab](#) with Rosario Gaspar
- Set up an individual/one-on-one session with Rosario Gaspar

