

ADDITIONAL EMPLOYMENT AGREEMENT

PART I: EMPLOYEE INFORMATION			
Employee's Name (Last, First, Middle Initial):		Employee ID:	
PART II: POSITION INFORMATION			
PRIMARY POSITION		ADDITIONAL ASSIGNMENT	
College/Division	Department:	College/Division	Department:
	Dept ID:		Dept ID:
Classification Level (CSU Title)		Classification Level (CSU Title)	
Skill Level (if applicable)	Job Code/Range or Grade	Skill Level (if applicable)	Job Code/Range or Grade
<input type="checkbox"/> Represented Unit: _____ <input type="checkbox"/> Unrepresented	FLSA Status <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	<input type="checkbox"/> Represented Unit: _____* <input type="checkbox"/> Unrepresented <small>*(Unit 4 – see Article 30 of APC contract for additional provisions)</small>	FLSA Status <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
FT/Time Base (0.0 to 1.0)	Actual Salary Rate \$ _____ per <input type="checkbox"/> Month <input type="checkbox"/> Hour	FT/Time Base (0.0 to 1.0)	Actual Salary Rate \$ _____ per <input type="checkbox"/> Month <input type="checkbox"/> Hour
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary – Ending Date:	Effective Date of Appointment:	Ending date:

Additional Employment/Overtime:

Under the CSU Additional Employment Policy, employees may be allowed to work up to 125% time base under certain circumstances. However, when an employee holds multiple positions that exceed full-time, contractual provisions and the overtime requirements of the Fair Labor Standards Act (FLSA) may be applicable:

- 1) Represented, Non-Exempt Employees – Overtime is required for hours worked in excess of 40 in a workweek, regardless of the nature or FLSA status of the additional assignment.*
- 2) Unrepresented, Non-Exempt Employees – Overtime is required for hours worked in excess of 40 in a workweek, if the additional assignment is NOT substantially different from the employee's primary position. (Overtime is NOT required for an additional assignment that is substantially different from the employee's primary job and is performed on an occasional or sporadic basis.)
- 3) Exempt (Represented or Unrepresented) – No overtime is required if an exempt employee holds an additional exempt assignment that is unrelated to the employee's primary work assignment.
- 4) Exempt Employee Performing Non-exempt work –Overtime is required if an exempt represented staff employee holds an additional non-exempt position that is ongoing.* No overtime is required if the additional non-exempt employment is on a sporadic basis or the exempt employee is unrepresented.

***Overtime Processing:**

If a represented employee holds concurrent, on-going non-exempt and exempt positions, the employee is considered non-exempt for pay purposes and is entitled to overtime when working in excess of 40 hours in a workweek.

Note: Overtime provisions apply only when an employee holds concurrent state positions; however, the CSU Additional Employment maximum (125% time base) considers all CSU state and CSU Foundation/other auxiliary employment.

We have read the above information and understand the potential overtime and budgetary implications of this additional assignment action. In the event that a chargeback process must be established, we accept responsibility for initiating, monitoring, and reconciling any budgetary transfers.

PRIMARY DEPARTMENT

Director/Dept Head or Chair:	Name(Print)	Signature	Date
Dean/Division Head:	Name(Print)	Signature	Date
Budget Specialist:	Name(Print)	Signature	Date

SECONDARY DEPARTMENT

Director/Dept Head or Chair:	Name(Print)	Signature	Date
Dean/Division Head:	Name(Print)	Signature	Date
Budget Specialist:	Name(Print)	Signature	Date