

## Sponsored Programs Overload Policy

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Revised: February 2019

***This policy applies to research, creative activities, training and other scholarly projects at California State University, Dominguez Hills that are supported by external funding sources (“sponsored programs”).***

Additional employment (also referred to as “overload”) refers to any employment compensated by the California State University (CSU) system, funded by general or non-general funds including CSU auxiliaries. Overload may be allowed if **all** of the following apply:

(a) work performed

- is of a *substantially* different nature from employee’s primary or normal employment, or
- is the result of the accrual of part-time employment in more than one CSU campus;

**and**

(b) funded by external funding sources;

**and**

(c) performed outside of the employee’s normal work hours.

Overload is up to 25% of a full-time position in excess of a full-time (100%) time base. Overload limitations and calculations are based on workload or time-base, **not** salary.

If overload is paid through the CSU Dominguez Hills Foundation (CSUDHF), any charges for such work representing extra compensation above the base salary are allowable provided that such arrangements are specifically identified in the proposal, provided for in the agreement or approved in writing by the funding agency. Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member's regular compensation for the continuous period which, under the policy of the University and the CSU, constitutes the basis of his salary. Note the following:

- Full-time faculty ordinarily may *not* be remunerated beyond their base salaries for teaching more than their normal course load during the regular academic terms on sponsored programs.
- Overload is allowed at a different rate of pay (based on market rate or documented consulting rate) only if appropriate for the work performed and if allowed by the external funding/granting source (e.g., private funder).
- In the case of projects where the funding source is state or another public agency, the rate of pay for additional employment must be the same as the CSU base rate for the employee’s primary assignment.
- **A faculty or staff member paid 100% from one or more federal grants may not work more than 100% time and receive overload pay.**

A faculty member with academic year appointments may receive up to the equivalent of one-third of their base salary during non-academic months (e.g., summer).

*References:*

1. CSU system additional employment policy: <http://www.calstate.edu/HRAAdm/Policies/HR2002-05.pdf>
2. Uniform Guidance information regarding Compensation: [http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=f656450808350836701627739c2a746b&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200\\_1430](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=f656450808350836701627739c2a746b&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1430)
3. ICSUAM policy 11003.06.