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TO: AAMG, UAS

FM: Andrew Winnick, Associate VPAA
Ted Crovello Dean, Graduate Studies and Research

CC: Dept Chairs, L. Shaffer, S. Garcia, Y. Lee, B. Rodriguez, Resource Coordinators

RE: Calculation of the “Normal” Per-Unit Salary Rate to be Used for Faculty on 12-Month CY Status when Performing “Additional Work”

An issue has been raised regarding the determination of the appropriate “**normal rate of salary**” that should be used as a reference for faculty who are working on a 12-month CY status, when they are seeking to pursue work under a grant or contract as an overload to their regular duties. (“Additional work” as defined in the Collective Bargaining contract between the CSU and CFA*) For faculty on a regular 10-month-AY status, one takes their annual salary and simply divides by 45 units to determine their “normal rate of salary” per unit for such grant and contract purposes.

Faculty on a 12-month-CY status receive a salary 15% above their usual 10-month-AY rate. If they are a Chair, they then also receive an additional stipend that, depending on the size of the department, is \$80 or \$120 per month. The issue is how to determine the appropriate “normal rate of salary” per unit rate for these faculty. It is clearly not appropriate to simply divide the 12-month-CY salary by the old AY 45 units, since that would artificially inflate the rate. Nor is it appropriate to divide the 12-month-CY salary by 60 units, since that would clearly result in a lower per-unit rate than would be the case if they were working on a 10-month-AY basis. (This is true since the salary went up by 15%, while the units went up by 33%.)

Therefore, the appropriate “normal per unit rate” shall be determined as follows:

- a. Take the current, actual 12-month-CY salary, including any Chair stipend if the person is a Chair, and divide it by 1.15 to find the 10-month annual salary equivalent rate;
- b. Then divide that figure by the usual 45 AY units.

In essence, the 10-month-AY salary rate is to be used as the “base” salary for grant and contract purposes, while the 15% overage used to compute the 12-month-CY rate is viewed as an additional stipend being paid for work in the Summer (or other 4th Quarter, depending on the triad). This puts all faculty, that is, those on either a 10- or 12-month assignment, on a similar footing and avoids the anomaly of a 12-month-CY faculty member having a per-unit rate above or below that of their 10-month-AY colleague who has the same 10-month base rate (excepting any Chair stipend).

Please note that the overload or “additional work” rule for faculty on a 12-month-CY basis is that they are considered “on-duty” all year, except for (a) the one-week seasonal holiday in December and (b) when they take vacation-time. They are limited to the usual 25% overload of 10-hours per week or 4 units per 11-week Quarter, and to an equivalent prorated overload during periods between quarters.

- NOTE – “Additional work” includes work funded from any source through any agency associated with the CSU. This includes public or private monies routed through agencies such as External Education, University Auxiliary Services, the Cal State L.A. Foundation, any of the University Institutes or Centers, as well as all State General Funds.