The university and the Foundation have worked together to modify the hiring process for CSULB staff employees on projects administered by the CSULB Foundation. In order to assist you in understanding this process, we have developed the attached notice. Please take a moment to familiarize yourself with the information. If you have any questions, please contact one of the individuals noted at the bottom of the notice.
Notice to Managers, Supervisors/Principal Investigators of Foundation Projects

A review of current compensation practices has compelled a revision to the process by which employment is offered through a Foundation project to CSU staff employees.

The Fair Labor Standards Act (FLSA) requires payment of overtime (time and one-half pay) for hours worked over forty (40) in a workweek. In certain instances Additional Employment will require the payment of overtime wages. The classification of the employee's primary CSU position and the duties and responsibilities of the Additional Employment assignment must be considered to determine whether or not the payment of overtime is required.

In order to ensure that appropriate wage payments are made, a review and approval process has been established. Effective **August 1, 2007**, all new Additional Employment assignments of CSULB staff to a Foundation project must be approved in advance by CSULB Staff Human Resources and Foundation Human Resources. The Foundation Human Resources department will submit new hire paper work for CSU employees applying for additional employment on a Foundation project to CSULB Staff Human Resources. Staff Human Resources will review the proposed Additional Employment assignment to determine whether or not the payment of overtime will be required. Once it is determined how the employee will be paid, Staff Human Resources will return the hiring documents to the Foundation Human Resources office. If the payment of overtime is indicated, overtime hours will be calculated as such on the employee's bi-weekly Foundation timecard. To facilitate this process, please submit employment materials to the Foundation Human Resources office at least one week prior to the start of the assignment.

A copy of the CSU Additional Employment Policy [Code HR 2002-05] is attached to this memo for reference.

If you would like to determine whether overtime payments will need to be made prior to offering additional employment to a CSU employee, or if you are interested in investigating reimbursing the University instead of creating an additional employment situation, please contact the Foundation Human Resources office for consultation.

Should there be a need to have a CSU employee perform services for a Foundation project during the same hours the employee is compensated by the university, the department/college must accurately record the time worked by the employee and initiate a request for reimbursement to the university from the Foundation project.

Your participation and cooperation with the process change is greatly appreciated. If you have questions regarding any of the above please call:

Foundation Human Resources
Stephanie Moreno
562-985-7950

CSULB Staff Human Resources
Tom Angell
562-985-5494