



Guidance on Supplemental Employment

The Board of Trustees Bylaws, Ohio Administrative Code 3344-1-03, authorizes the President of the University to manage the day-to-day operations of the University, including managing its personnel. In that context, the President has authorized the Provost and the Chief Human Resources Officer to permit such temporary assignments under the guidance set forth below.

Overload Contracts. An academic department may enter into an overload instructional contract with one of its full-time faculty members under conditions approved by the Provost and consistent with any applicable collective bargaining unit. Such overload contracts shall be considered an amendment to the faculty member's existing contract, not a new public employment contract.

Multiple Part-time Single-term Instructional Contracts. One or more academic departments may enter into one or more part-time single-term instructional contracts with the same individual. All such part-time single-term instructional contracts, taken together, shall be considered one public employment contract.

Part-time Single-term Instructional Contracts for Staff. An academic department may enter into a part-time single-term instructional contract with a CSU staff member if:

- The employing department determines that the staff member is highly qualified to teach the class in question; and
- The staff member's supervisor has determined that the teaching assignment shall not interfere with the staff member's existing duties and approves the staff member's teaching assignment in writing.

Any class assigned to a staff member on a part-time single-term instructional contract should be scheduled outside normal working hours. When necessary, the class may be scheduled during normal working hours only if the staff member's supervisor determines that the schedule may be accommodated through the use of flex time, vacation leave, compensatory time or, in the case where a staff member has no accrued time, by unpaid leave.

Any part-time single-term instructional contract for staff shall be considered an amendment to an employee's current letter of appointment and not a new public employment contract.

Temporary Additional Services.

A department, office or other unit may enter into a supplemental non-instructional contract with a staff or faculty member for occasional, intermittent or short-term services if:

- The employing department, office or other unit determines that the staff or faculty member is highly qualified to perform the services in question; and
- The staff or faculty member's supervisor has determined that the assignment shall not interfere with the staff or faculty member's existing duties and approves the assignment in writing.

Any services performed under a supplemental non-instructional contract should be performed outside normal working hours. When necessary, the services may be scheduled during normal working hours only if the staff or faculty member's supervisor determines that the schedule may be accommodated through the use of flex time, vacation leave, compensatory or, in the case where a staff member has no accrued time, by unpaid leave.

Any supplemental non-instructional contract entered into pursuant to this guidance shall be considered an amendment to the employee's existing employment contract or letter of appointment and not a new public employment contract.