

August 7, 2009

To: Principal Investigators and Project Directors
From: Dan M. Gilbreath, Executive Director, SDSU Research Foundation
Subj: Furlough Implementation Plan

Many of you have been requesting information about how the university furloughs will impact your compensation for work performed on foundation-managed programs.

As you know, there are three mechanisms for compensating faculty for effort on foundation-managed research programs:

1. Direct pay for additional employment (commonly known as overload)
2. Reimbursed Time (released time from university responsibilities that is reimbursed to the university through foundation-managed funds)
3. Cost-shared effort (released time from university responsibilities that is not reimbursed but committed to specific grants or contracts as matching funds).

We are pleased to announce that none of these payment mechanisms will be impacted by the furlough process. Furlough days are applicable to university appointment responsibilities only. The following general guidelines apply:

- The university base rate of pay for the employee is unchanged for purposes of reimbursement to the university, for additional employment, or for valuing assigned time offered as cost-sharing.
- In addition, the number of furlough days to which an employee is subject will be reduced (prorated) proportional to the amount of reimbursed time and cost-shared time committed for the academic period.
- Furlough days are not considered a “work day” for that employee’s normal university appointment. Therefore, furlough days are available for the employee to work on foundation -managed projects if appropriate and necessary for the program. These payments would be for additional effort above and beyond any effort already being compensated via existing overload or reimbursed time assignments.
- For an employee to receive additional compensation for work performed during an employee’s furlough day, the work performed must be of a substantially different nature from his/her normal appointment and funded from his/her non-state general fund sources.
- The CSU Additional Employment Policy remains in effect. This policy limits additional employment to no more than 25% additional FTE on instructional days.
- On non-instructional days (i.e. summer, spring break, furlough days) faculty may not be greater than 100% on any one project, or greater than 100% cumulative on federal and federal pass-through funds.
- Additional sponsor-specific regulations and/or budget restrictions may further restrict the ability to increase compensation on grants or contracts and may require prior sponsor approval.
- It is the employee’s responsibility to ensure he/she is working the full amount of effort on the sponsored agreement on which he/she is being paid or for which the university is being reimbursed.

We have developed a furlough-specific payment form which, although lengthy, will help provide the documentation necessary to support our policy decisions in allowing for compensation on furlough days. We are also asking that you meet soon with your SRA administrator to develop a plan to allocate your time given your specific circumstances and available funding sources.

We will be posting a formal furlough implementation policy early next week along with some Q&A that we hope will be useful. If you have any policy-related questions, please contact Michele Goetz, Associate Executive Director, Sponsored Research Services at 619-594-1862 or mgoetz@foundation.sdsu.edu.

Thank you for your continued patience as we work together to support your research programs.