

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1377**

DIFFERENCE IN PAY LEAVE POLICY

Every effort has been made to ensure compliance between this policy and the current Unit 3 (Faculty) Collective Bargaining Agreement (CBA). However, this policy should not be considered as a substitute for Article 28 or any other part of the CBA that affects faculty difference in pay leave.

1.0 General Provisions

- a. Difference in pay leaves shall be for the purposes that provide a benefit to Cal Poly Pomona, such as research, scholarly and creative activity, instructional improvement, faculty retraining, and professional development of faculty members as teachers and scholars.
- b. A difference in pay leave may be approved for one or more semesters or months as appropriate to the appointment.
- c. The salary for a difference in pay leave for a faculty unit employee shall be the difference between the faculty employee's salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian employee shall be the difference between the librarian employee's salary and the minimum salary of the lowest comparable time base librarian rank. The salary for a difference in pay leave for a counselor employee shall be the difference between the counselor employee's salary and the minimum salary of the instructor rank at the comparable time base.
- d. Recipients of a difference in pay leave shall not accept additional and/or outside employment during the leave period without prior approval by the Provost.
- e. Faculty on a difference in pay leave shall be excused from all other responsibilities during the period of the leave.
- f. Faculty on a difference in pay leave shall not be eligible to serve on any peer review committee during the period of the leave without prior approval by the Provost.
- g. A recipient of a difference in pay leave may alter the leave proposal before the leave has begun or during the leave, subject to submission of an amended written proposal and positive recommendations from the Department Chair/Unit Director, the Department Leave Committee, and approval of the Provost.

- h. Recipients of a difference in pay leave shall be considered in work status and shall receive health, dental and appropriate fringe benefits by the CSU. These individuals shall also be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.
- i. A faculty member shall render service to the California State University upon return from a difference in pay leave at the rate of one term of service for each term of leave.

2.0 Eligibility

- a. A full-time faculty unit employee shall be eligible for a difference in pay leave if s/he has served full-time for six (6) years at Cal Poly Pomona in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. The faculty member will be eligible for a subsequent difference in pay leave after s/he has served full-time for three (3) years after the last sabbatical leave or difference in pay leave and has satisfied the obligation in 5.0(b) (CBA 28.4, 28.16).
- b. Tenure is not a requirement for a difference in pay leave and therefore full-time lecturers and probationary faculty meeting the eligibility requirements may also apply.
- c. Participants in Pre-Retirement Reduction in Time Base (PRTB) Program and in Faculty Early Retirement Program (FERP) are not eligible for a difference in pay leave.

3.0 Application and Review Process

- a. No later than beginning of the third week of the spring semester, the Associate Vice President of Academic Planning, Policy and Faculty Affairs shall:
 - 1. Identify and inform in writing all faculty members eligible to apply for a difference in pay leave in the next academic year.
 - 2. Establish the official University schedule for the difference in pay leave application and review process. Inform all faculty members eligible to apply for a difference in pay leave through campus e-mail.
 - 3. Provide a copy of this policy to all faculty members eligible to apply for a difference in pay leave through campus e-mail.

4. Make available copies of successful applications from the previous three years and inform faculty members eligible to apply for a difference in pay leave of the availability and process for accessing these applications.
- b. Each department will elect a Department Leave Committee consisting of a minimum of three tenured faculty elected by the probationary and tenured faculty of the department. Faculty applying for a difference in pay leave shall not be eligible to serve on this committee.
- c. Eligible faculty desiring a difference in pay leave shall submit an application in accordance with the established schedule.
- d. All applications shall be submitted on the official University form (Policy 1378) through campus e-mail to the Department Chair/Unit Director
- e. The Department Chair/Unit Director shall forward the completed application to the Department Leave Committee that shall complete the evaluation in Policy 1378 and forward its recommendation to the Dean/Director.
- f. The Department Chair/Unit Director in consultation with the Faculty shall complete the Department Chair/Unit Director's Statement form in Policy 1378 regarding the possible effect on the curriculum and/or the operation of the department/unit should the employee be granted a difference in pay leave. The Department Chair/Unit Director shall forward the statement to the Dean/Director.
- g. The Dean/Director shall evaluate all college difference in pay applications using the Dean/Director evaluation form in Policy 1378. Dean/Director evaluations and recommendations shall be forwarded to the President or designee via the Associate Vice President (AVP) for Academic Planning, Policy, and Faculty Affairs.
- h. The President or designee shall make a final determination regarding the difference in pay leave and conditions of such an approved leave pursuant to provision 5.0 of this policy. The President shall respond in writing to the applicants and such response shall include the reasons for approval or denial. The reasons for denial shall address the merits of the application under the evaluation criteria in section 4.b. of this policy. If a leave is granted the response shall include any conditions of such a leave. A copy of the President's response shall be forwarded to the faculty member's Department Leave Committee, the Department Chair/Unit Director, and the Dean/Director.

4.0 Evaluation of Applications for Difference in Pay Leave

- a. The Department Leave Committee shall develop appropriate evaluation standards and methodology for assessing the quality of applications submitted via form in

Policy 1378. The standards shall as a minimum include the dimensions of appropriateness, benefits, and feasibility of each proposal.

b. Evaluation Criteria

1. Appropriateness. An appropriate difference in pay leave may include the following projects - the list implies no order of importance:
 - I. Studies leading to further development in the applicant's own field.
 - II. Studies leading to the exploration of new areas of specialization.
 - III. Studies leading to improvements in curricula.
 - IV. Studies leading to an improvement in the applicant's methods of teaching.
 - V. The pursuit of a scholarly research or creative project.
 - VI. The pursuit of a professional goal that requires extensive travel.
2. Benefits. Difference in pay leave activities shall demonstrate clear promise of producing results beneficial to one or more of the following: the University, the faculty member's professional development as a teacher and scholar, the faculty discipline, and students.
3. Feasibility. The difference in pay leave proposals shall:
 - I. Clearly define and articulate the project objectives.
 - II. Include a well-defined project plan that describes the project activities illustrating, when needed, preliminary arrangements, contacts, prior research, etc.
 - III. Include an appropriate timeline indicating that the proposed project cannot be accomplished in less than the leave time and can be completed in the time requested.

5.0 Acceptance of Difference in Pay Leave and Indemnification of the State

- a. Faculty granted a difference in pay leave with pay shall submit a formal acceptance on the official University form (Policy 1384).
- b. Final approval of a difference in pay leave shall not be granted until the applicant has filed a suitable bond or an accepted statement of assets and/or a promissory note that is individually or collectively equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following the return of the employee from difference in pay leave. The faculty member shall render service to the CSU at the rate of one term of service for each term of leave upon return from the difference in pay leave (CBA 28.16). The guarantee posted shall immediately be cancelled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.

6.0 Post Difference in Pay Leave Report

- a. Within fifteen (15) weeks of the completion of a difference in pay leave, each recipient of a difference in pay leave shall submit to the Provost and the Department Leave Committee a written report of the leave. The report shall be placed in the Personnel Action File (PAF) of the recipient.
- b. The report shall as a minimum include:
 1. The accomplishments of the leave in relation to the original proposed goals.
 2. Original proposed goals that were not accomplished and the reason why.
 3. Any deviations from the original goals and the circumstances that necessitated it.
 4. Anticipated outcomes of the leave activities in the near future, if appropriate.