



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	8/30/2023
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-005-234
Title of Referral:	Review of Policy 1395 Honoraria
Background:	<p>See attached referral request form. Additional background provided by the Executive Committee:</p> <p>Executive Committee questioned whether this policy is necessary.</p>
Recommended resources:	<p>See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:</p> <p>Check with state law and CSU policies. Resource - <a href="https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/gifts-and-honoraria.html">https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/gifts-and-honoraria.html</a></p> <p>For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.</p>
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	2/7/2024

### 1.Name

Keith Forward and Casandra Horner

### 2.Email

kmforward@cpp.edu; clhorner@cpp.edu

### 3.Title of Referral

Review of Policy 1395 Honoraria

### 4.Names and Titles of proponents

Keith Forward, Interim AVP Academic Programs and Associate Professor  
Casandra Horner, Administrative Support Coordinator

### 5.Keywords

Policy, 1395, honoraria, faculty, travel

### 6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

Yes

### 7.Deadline Date

1/31/2024

### 8.Justification for deadline

To ensure that the Academic Manual reflect approved policies.

### 9.Background

According to [Policy 1395](#), when travel is undertaken in fulfillment of duties as a state employee, any honorarium or fee paid to the employee from an outside source should not be for work done during regular hours. The employee may either refuse the honorarium or fee, and obtain approval for the travel, receiving regular compensation, or

the employee may request a leave of absence without pay and accept the honorarium or fee.

Policy 1395 previously existed on the University Manual (UM 309.62). The policy is currently visible on the Academic Manual. There is no record of Policy 1395 being adopted by the Academic Senate or approved by the President. This referral is requesting a review of Policy 1395 to determine the policy's validity and relevancy of public listing on the Academic Manual. No prior Academic Senate reports are available for consideration.

## 10. Recommended Resources

Jill Hargis, Interim AVP Faculty Affairs  
CFA Pomona Chapter President  
CFA Pomona Faculty Rights Committee  
College Deans  
Department Chairs

## 11. Attachments

University Manual Presentation (2009/2010)



University Manual  
Project\_senate Presen