



Overload Policy for Non-Teaching Assignments

Policy #:	HR009.1
Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	Human Resources
Originally Issued:	July 2, 2020
Latest Revision:	July 2, 2020
Effective Date:	July 2, 2020

I. Policy Statement

The Overload Policy for Non-Teaching Assignments establishes procedures for overload compensation for employees when performing non-teaching services in excess of their full-time duties and responsibilities.

II. Purpose of Policy

The University recognizes overload compensation for duties that are in addition to an employee's full-time responsibilities. Requests for overload compensation must be supported with justification and submitted through appropriate approvals prior to an appointment period.

III. Applicability

All full-time employees, including full-time faculty, exempt and non-exempt staff members.

IV. Definitions

Exempt Staff – an unclassified staff member who is exempt from the Fair Labor Standards Act (FLSA) from earning overtime.

Non-Exempt Staff – unclassified and classified staff members who are entitled to overtime pay under the Fair Labor Standards Act (FLSA)

Full-time Faculty – a faculty member employed 100% and whose assigned primary duties are teaching, scholarly activities, and/or service and whose rank is instructor or above.

Overload – when a full-time faculty or staff member performs services in excess of the employee's full-time duties that are unrelated to and different from the employee's primary position.

V. Policy Procedure

1. **Full-time faculty, exempt, and non-exempt staff** members must obtain appropriate approvals prior to the **overload** appointment period.
2. **Overload** appointments must be performed outside of the employee's normal working hours, or with an approved flex-time schedule.
3. Annual leave will not be used to work on another job for pay during the employee's primary position's normal working hours.
4. Supervisors responsible for the overload assignment must complete and obtain approvals using the following form prior to beginning any overload assignments:

a. *Request to Earn Overload Pay for Non-teaching Assignment* form, which includes a description of the duties to be performed

5. Once the **overload** has been approved, the supervisor responsible for the overload assignment must generate a payroll action form (PAF) and obtain appropriate approvals in order for payment to be processed. The PAF should be submitted to Payroll in a timely manner according to published deadlines.

6. If annual **overload** pay is going to exceed 30% of the employee's salary, then the supervisor must generate a memo requesting approval to earn the excess **overload** pay from the employee's Vice President. The memo should include a description of the duties being performed and any previous overload duties and pay. For 9-month faculty, salary earned in the summer is not included in the total overload earned.

7. Overloads for non-exempt staff members must ensure compliance with overtime regulations.

8. For any teaching overloads, exempt and non-exempt staff should refer to the Full-Time Faculty Overload Teaching Policy.

VI. Enforcement

The Vice President and Department Head of the responsible area is responsible for reviewing and approving overload assignments for their area.

VII. Policy Management

The Vice President of Business Affairs is the Responsible Executive accountable for the management of this policy. The Office of Human Resources is responsible for maintaining this policy.

VIII. Exclusions

N/A

IX. Effective Date

This policy is effective on July 2, 2020.

X. Adoption

This policy is hereby adopted on this 2nd day of July, 2020.

Recommended for Approval by:



Dr. Bill Graves, VP for Business Affairs

Approved by:



Dr. Edwin Litolff, Interim President

XI. Appendices, References and Related Materials

Overload Request for Non-teaching Assignment form

XII. Revision History

Original Adoption Date: July 2, 2020