

Overload compensation

A staff employee who temporarily performs duties unrelated to his or her normal responsibilities or who temporarily assumes additional responsibilities in his or her department may be eligible to receive extra compensation as overload to provide a temporary pay equity adjustment. Examples include, but are not limited to, temporary assumption of extensive additional duties not usually performed due to the extended leave or resignation of an employee within the unit, or temporary assumption of additional more complex higher-level duties due to a short-term project or program. The appropriateness of an overload payment also should be gauged by an evaluation of the employee's current level of pay benchmarked against the pay level that would be appropriate for an employee performing similar work. Overload payments for the assignment of additional duties are not mandatory. The period for which an overload is paid may not exceed 12 months.

Overload pay must be included in regular biweekly or monthly pay reflecting the period in which work is performed, and is included in calculations that apply to base pay (e.g., overtime). Payment may not be paid retroactively or provided as lump sum payments. Overload compensation for non-exempt employees must be paid on an hourly basis, at the new, higher overload rate.

Supervisors must discuss the overload assignment and specifics with the employee prior to the start of the assignment and before payment is initiated. The employee must agree to the terms, and an agreement must be signed by both employee and supervisor. The agreement must indicate what temporary job duties are to be performed by the employee, the overload amount, and the agreed start and end date of the assignment. Review and approval (see below) must be completed before a commitment to provide overload compensation is made to the employee.

Supervisors may consider spot bonuses for those situations where overload payments are not appropriate, but it is appropriate to recognize an employee for outstanding contributions to a project or under particular circumstances.

The overload payment approval request form is available on the Human Resources Administration site. The Compensation office will audit overload compensation transactions and authorizations to confirm appropriate approvals have been obtained.

Approval requirements

- Regular overload requests **up to and including 5% of employee base salary in a fiscal year**

1. "One level up" mandatory review and recommendation
2. School/division mandatory review and recommendation
3. Signature of authorized signer for the compensation account (if work is performed for a department other than home department)
4. Review and approval by Compensation office

- Regular overload requests **in excess of 5% of an employee's annual base salary in a fiscal year**

1. "One level up" mandatory review and recommendation
2. School/division mandatory review and recommendation
3. Signature of authorized signer for the compensation account (if work is performed for a department other than home department)
4. Review and recommendation by Compensation office

5. Final approval of the Provost and Senior Vice President for Academic Affairs or the Senior Vice President for Administration or their designee. The Compensation office will coordinate the approval process.

Special overload payments

- *Overload payments by a second department to an employee in another home department*

In addition to the requirements noted above, the second (funding) department must notify the employee's home department of the overload assignment prior to the offer being finalized. This will allow the employee's supervisor to review the additional assignment to ensure it will be performed outside the employee's standard working hours and will not adversely affect the employee's primary assignment. The second department must communicate all pertinent arrangements associated with a job offer for a second assignment to the employee's HR/payroll analyst.

- *Overload compensation for teaching activities*

In addition to the requirements noted above, for staff engaged in teaching, prior written approval by the Vice Provost of Faculty Affairs' designee in the Compensation office is required before the beginning of the course. The staff employee should not be given a teaching assignment or notified of overload payment until approval is confirmed.

An individual who performs both staff functions and teaching activities is considered a full-time staff employee with a concurrent part-time faculty appointment and title. A staff employee may not teach more than one course per academic year. Departments should update Workday to reflect a concurrent part-time faculty title for the staff employee while he or she is teaching and delete the part-time faculty title when the teaching assignment is completed. The terms of employment that apply are those stated in university policy as applicable to staff.