



Overload Agreement
(Exempt, Non-Faculty Employees)

Name: _____ S Number: _____

Division/Dept.: _____

Overload Assignment Description: _____

The employee agrees to perform the described assignment above according to the following term and conditions:

1. Except in rare approved circumstances, this overload assignment is not within the scope of the employee's primary working assignment.
2. Completion of this overload assignment will not interfere with the employee's primary assignment. Should the assignments begin to interfere; a plan to manage them will be arranged with the primary assignment supervisor.
3. The employee has permission from the College Grants and Contracts Officers. (For cases where partial or total compensation comes from Federal grants or contracts).
4. The employee shall receive \$_____ to be paid in a one-time lump sum payment following completion of this non-teaching assignment. Compensation for the overload teaching assignments is administered according to an overload Teaching Agreement.

Employee Date

First Level Supervisor: _____ Date: _____

Second Level Supervisor: _____ Date: _____

College Grants and Contracts Officer: _____ Date: _____
(if applicable)

Vice President: _____ Date: _____

Note: Non-teaching assignments require a One-time Payment PAF and this form.
Overload teaching assignments require a PAF and the Overload Teaching Agreement.

Distribution: Human Resources