



CHAPTER: 2
SECTION: 5.06
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POLICY # C2S05.06

Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 5.06 STAFF OVERLOAD

I. PURPOSE

To specify regulations and compensation regarding overload assignments for staff (exempt, non-faculty) employees and to provide an appropriate reporting system.

II. POLICY

Full-time appointments require a full commitment of working time and effort. Full-time, exempt employees are expected to complete their primary assignment regardless of the time required. This is to be done without overload compensation, except in rare circumstances. However, full-time exempt, non-faculty employees may render overload service for the College, within the reasonable discretion of the supervisor, provided that these services will not interfere or conflict with their primary assignment.

Federal or restricted funds generally cannot be used for payment of an overload assignment. An employee whose primary assignment is paid from federal or restricted funds with a base salary of 1.0 FTE, may not work overload regardless of funding source except when: authorization is written into the contract or grant prior to its issue; or written permission is obtained after the grant or contract is issued from the appropriate agency grants and contracts officer.



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PROCEDURES FOR POLICY # C2S05.06

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I. REFERENCES

- A. "Fair Labor Standards Act"
- B. Personnel Policy No. C2S05.03, "Requirements of the Fair Labor Standards Act" (FLSA)
- C. Personnel Policy No. C2S05.04, "Overtime Pay"
- D. Personnel Policy No. C2S02.01, "Employee Definitions and Categories"

II. DEFINITIONS

- A. Exempt employee. Employees who are exempt from the overtime pay provisions of the Federal Fair Labor Standards Act as defined in Personnel Policy No. C2S05.03.
- B. Full-time employee. One who is employed at least 75% of full-time equivalent (FTE). (See Personnel Policy No. C2S02.01, "Employee Definitions and Categories.")
- C. Overload assignment. Additional work assignment which is not part of a full-time employee's primary assignment and for which that employee receives additional compensation from the College. This additional assignment is performed for a separate department, except in rare circumstances.
- D. Overload compensation. Payment for services rendered in addition to a full-time, primary assignment.
- E. Primary assignment. That work assignment for which an employee of the College has a full-time appointment.
- F. Restricted Funds. Money received by the College which may be expended only in accordance with the guidelines established by the external donor or agency.

III. PROCEDURE

- A. Overload Assignment Authorization. The division chair or director of the hiring department must authorize all overload work within their administrative unit. The employee must get supervisors' signature approval (on the appropriate forms) up to and including the vice president. Approval for overload teaching is obtained following separate College procedures (see division chair). Any employee who is paid from federal or restricted funds must have prior written approval for the overload from the Director of Development verifying the expenditure of funds as appropriate.
- B. Compensation. The appropriate division chair or department director will recommend the overload compensation. The employee must complete the overload assignment form before beginning the assignment.
- C. Reporting. The Payroll Office will distribute periodic reports on overload compensation to all vice presidents for review of their organization. An annual report will be prepared for and reviewed by the College President.