

POLICY STATEMENT

Subject: SUPPLEMENTAL WORKLOAD POLICY

Date: 1/14/97

Distribution Code: A

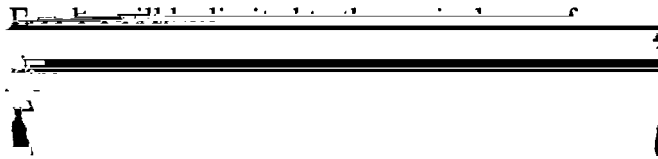
Reference Number:

Addition  
Deletion  
New Item

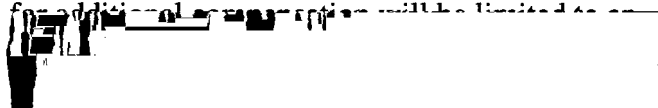
Originating Office:  
Provost and Vice President  
for Academic Affairs

President's Approval

1. **PURPOSE:** The purpose of this policy is to establish an institutional policy defining the amount of total compensation that may be paid to employees for supplemental work.
2. **SCOPE:** This policy applies to all employees working on sponsored projects, community service projects, and Continuing Education programs.
3. **OBJECTIVE:** Federal Cost Principles for Educational Institutions, OMB A-21, require that each institution receiving federal funding have established policies pertaining to the compensation for personal services. This policy will define the total compensation that may be paid to employees for supplemental work.
4. **POLICY:** Additional compensation for supplemental work on sponsored projects, community service projects, and Continuing Education programs will be limited as follows:



All other classifications of employees who qualify



[REDACTED]

[REDACTED]

A faculty member may receive additional compensation in the form of overload, at the rate as defined by the current bargaining unit agreement, up to a maximum of two three-credit hours during the academic year. Normally, this would not exceed one-three credit overload per semester.

[REDACTED]

Employees that qualify to be paid supplemental compensation may be paid at a rate as defined by the current collective bargaining unit agreement or existing policies for management.

5 DEFINITIONS

Supplemental Work: Any work assignment related to sponsored projects, community service projects, and Continuing Education programs, beyond the employee's regular duties and responsibilities as described by their job description or current contract.

Academic Term: The nine month period of September ~~May which includes twenty bi-weekly pay periods~~

Summer Term: The three month period of June - August which includes six bi-weekly pay periods.

Basic Salary Rate: Nine month faculty - the contracted salary amount for the academic term as defined by the current collective bargaining unit agreement. For all others, the annual salary amount as defined by the current collective bargaining unit agreements or annual appointment letters.

Hourly Rate: The hourly rate of all employees will be calculated by taking the individual's bi-weekly salary and

---

6. **RESPONSIBILITIES**: The Offices of the Provost, Payroll, and Grants and Special Fund Accounting are responsible for monitoring workload, total compensation, and sponsored project participation.

7. **PROCEDURES**: Not applicable.

8. **RECISION**: Not applicable.

9. **PUBLICATIONS STATEMENT**: Not applicable.

10. <b>DISTRIBUTION:</b>	<u>Distribution Code</u>	<u>Description</u>
	A	All Employees