

UW-Stevens Point Human Resources Administrative Guideline 1277A



University of Wisconsin
Stevens Point

SUBJECT: Overload Guidelines

Original Issuance Date: August 2013
Last Revision Date: November 19, 2019

1. Guideline Purpose

The salary received by full-time faculty, academic staff, and limited appointees is considered to be full compensation for university activity during the period of appointment. Professionals with unclassified appointments (generally exempt from the provisions of the Fair Labor Standards Act (FLSA)) are expected to expend the total effort necessary to complete their assignments without additional compensation. Thus, such employees may not receive compensation for an overload activity from any funds administered within the University System, regardless of source, except through procedures and within standards provided in these guidelines.

There are instances in which asking an employee to take on a significant workload and do substantially more than their appointment requires is the only viable alternative and compensation is appropriate. The purpose of these guidelines is to define the circumstances in which such payments may be provided.

2. Guideline Background

These guidelines are issued to provide a consolidation point for various statutes, codes, policies, and procedures related to overload payments.

3. Definitions

Overloads. Short-term assignments to meet special requirements that go beyond employee appointments, create workloads greatly exceeding 100%, and warrant additional, assignment-specific compensation. Overloads include courses taught during fall and spring semesters over and above what is considered a normal full load, as established by the University and outlined in the University Handbook. Non-Instructional overloads may include oversight of a short-term project, system change, or implementation of a campus-wide project. Administrative overloads will be based upon the function and/or responsibilities and an appropriate value for those responsibilities. Instructional overloads will be calculated based upon an incumbent's current salary.

Short term. Duty assignments that are less than one academic year or calendar year and does not equate to a half time position. Duties that recur each year and are within the same School/College/Division as the full-time job should be considered permanent duties and salary adjustments should be made permanent.

Significant workload. Duty assignments that are generally work performed in excess of 120% or ongoing for more than one month and requiring work hours greater than 50 each week.

4. Guidelines

It is imperative that any approved compensation adjustment, including overloads, be submitted to the Office of Human Resources prior to the work being performed.

[Article IV, § 26, Wisconsin Constitution](#) prohibits retroactive salary adjustment for personnel transactions. [UW System Administrative Policy SYS 1277](#) does allow the University to designate that the effective date may correspond to the date received by the designated authority. The designated authority for receiving salary adjustments, including overloads, is the Office of Human Resources.

Exempt university staff employees are eligible to receive overload payments where, with the consent of the employee and approval of the chancellor or designee, substantial additional work requirements beyond and unrelated to the normal existing duties of current position of a full-time employee creating a workload in excess of 100% of the employee's time and the performance of these additional duties are unusual, short-time or nonrecurring in nature. If a staff member is not full-time, additional compensation is not considered an overload, but a change in their full-time equivalent (FTE) can be requested ([University Handbook, Chapter 4E, Section 20, 5.H.2.](#)).

The faculty guidelines for overload assignment are based on the following expectations:

- Tenured and tenure-track faculty are expected to engage in teaching, scholarship, and service
- Expectations related to teaching workload are defined by the University ([University Handbook, Chapter 4D, Section 15](#)) and must be applied consistently across the campus to ensure an efficient use of budget dollars.
- Additional teaching assignments during the academic year beyond defined teaching loads, including additional sections through the Office of Continuing Education and Winterim sections constitute overloads.
- High quality instruction is a significant expectation of all UW-Stevens Point courses. Using Faculty or Academic Staff, in excess of their normal workload, assumes that consistent, high-quality instruction will be demonstrated in all course offerings, including in the overload assignment.

Academic staff may be assigned additional duties and workload. If the definition of "significant workload" is met and responsibilities cannot be shifted to other staff to accomplish the task without incurring an overload for short-term projects in the unit or on campus. If an academic staff member is not full-time, additional compensation is not considered an overload, but a change in their full-time equivalent (FTE) can be requested.

Overload payments should be made immediately following work performed or for projects that extend across several months on a regular basis during that interval. The approval process for overloads will follow the compensation adjustment process for the University. Deans, directors, department chairs, and managers will oversee and monitor overload expenditures and appointments to ensure compliance. Faculty and staff may reject overload assignments. Deans, directors and department chairs cannot require anyone to work an overload assignment.

On occasion, a faculty or academic staff member will secure extramural funding that includes salary for him/her which is payed through a UWSP account. In such an instance, it will be the individual's responsibility to indicate whether or not the extramural funding is expected to be recurring or non-recurring, unusual, and short-term. This possibility needs to be clarified within the System policy. If the extramural funding source is federal, no additional compensation, either overload or temporary increase in base pay, may be made unless the terms of the extramural funding source contract/grant specifically allow such an additional payment.

5. Related Documents

[UW System Administrative Policy SYS 1277: Compensation](#)

[UW System Administrative Policy SYS 230: Salary and Fringe Benefits Calculations](#)

[UW System Administrative Policy SYS 1277: Compensation](#)

[UW System Administrative Policy SYS 230: Salary and Fringe Benefits Calculations](#)

[Wisconsin Statute 15.417, Dual Employment or Retention](#)

[University Handbook, Chapter 4E, Section 20, 5.H.2. \(Exempt University Staff\)](#)

[University Handbook, Chapter 4D, Section 15](#)

[University Handbook, Chapter 3, Section 3](#)

[Article IV, § 26, Wisconsin Constitution](#)

*The **Unclassified Personnel Guidelines (UPGs)** were effective prior to implementation of UPS and HRD on July 1, 2015. The UPGs are no longer applicable.*

6. Guidelines History

Guidelines reviewed with the UW-Stevens Point Vice Chancellors and Chancellor on November 19, 2019.