

## FACULTY AND STAFF OVERLOAD POLICY

March, 1991; Rev/June, 1994; Rev/August, 2000 (Effective September 1, 2000) Rev/September 2010 (Effective December 01, 2010)

331.1. COMPENSATION - Extra or overload assignments (compensation for services beyond primary assignment) shall be paid at rates not in excess of those equivalent to the faculty member's or staff member's current base salary unless the following approval requirements and limitations are met.

### 331.2. APPROVAL REQUIREMENTS

1. Faculty members must obtain prior written approval for any overload assignments from the Vice President for Academic Affairs.
2. Exempt Staff members must obtain prior written approval for any overload assignments from their supervisor.
3. Non-exempt full-time staff members are not allowed overload compensation without written approval from the appropriate Vice President 30 days prior to the start of the assignment.
4. Non-exempt part-time staff are not allowed to exceed 40 hours per pay week or 1560 hours per fiscal year of combined work without written approval from the appropriate Vice President and must obtain prior written approval from their primary supervisor for any additional work for Snow College
5. Extra compensation for faculty or staff requires approval of the President when the amount for a single supplemental appointment exceeds **\$10,000**.
6. Extra compensation for faculty or staff requires approval of the appropriate Vice President, and supervisor when work is to be performed during regular working hours.

### 331.3. LIMITATIONS (Faculty)

~~1. Faculty member base salary is equated to a two-semester appointment. Extensions beyond this base shall not exceed 33% of base salary for the non-appointment time in regular day time teaching plus an additional six (6) credit hour equivalents in continuing education teaching assignments. (Refer to the Snow College Work Load Policy for the calculation of credit hour equivalents.) Exceptions to this policy must be approved by the President of Snow College. (Extensions, for example, would be in effect for summer semester appointments if a faculty member's primary assignment had been fall and spring semesters.)~~

1. Faculty member base salary is equated to a two-semester appointment. Full-time faculty members may teach up to six (6) credit hour equivalents of overload in a given semester with the permission of the division dean and Vice President for Academic Affairs. A full-time faculty member may, with approval of the division dean and Vice President for Academic Affairs, teach

up to nine (9) credits of overload equivalents during the summer sessions, but no more than one course and accompanying lab during Maymester. (Refer to the Snow College Workload Policy for the calculation of credit hour equivalents.) Exceptions to this policy must be approved by the President of Snow College.

2. Full-time faculty members may be assigned other teaching or administrative responsibilities as part of their full-time load with no additional compensation.

~~3. Faculty members are eligible to receive extra or overload compensation for overload work up to a maximum of twelve (12) credit hour equivalents for the two-semester academic year not to exceed six (6) credit hour equivalents in any semester providing required prior approvals are granted. (Refer to the Snow College Work Load Policy for the calculation of work load units.)~~

3. Full time load for faculty is the teaching load plus committee assignments, counseling assignments, or other assignments currently assigned to the particular faculty position.

4. The College President may, at his discretion, make changes in 1 through 4 above.

#### 331.4. LIMITATIONS (Exempt Staff)

1. Exempt staff may be assigned duties outside of their normal role as part of their full-time load.

2. Exempt staff are eligible to receive overload and/or extra compensation for work up to a combined maximum of 33% of base salary for a fiscal year providing required prior approvals are granted.

3. Exempt staff may not receive more than 33% above their base salary in aggregate for overload or extra compensation during a fiscal year unless specifically authorized by the President.

4. Full time load for exempt staff is the current job description for the particular staff position.

5. The College President may, at his discretion, make changes in 1 through 5 above.

#### 331.5. LIMITATIONS (Non-Exempt Staff)

1. Supervisors should make every effort to avoid having non-exempt employees work in excess of 40 hours during the specified work week. When this is not possible, overtime work hours may be arranged with prior supervisor approval.

2. If an employee works a total of 40 hours prior to the close of a work week (see Working Hours Policy 13.2.15), the employee may be given straight time off during that week to maintain a total of no more than 40 hours.

3. Overtime is calculated at 1.5 of regular hours. Employees must have signed a voluntary agreement to accept time in lieu of pay or compensatory time for compensatory pay. Otherwise non-exempt employees will receive overtime pay at 1.5 of regular hours.

4. If an employee's total hours exceed 40 in a given workweek, the employee must be given 1 1/2 hours off for each hour of overtime during some other week or weeks of the pay period. Compensatory time shall not exceed 9 months from the time it was earned. If compensatory time cannot be granted or has extended beyond 9 months, then the overtime pay provision must prevail. The supervisor and employee must agree in writing before overtime is accrued if compensatory time is to be taken in lieu of cash. .

5. Overtime shall be paid only after an employee has worked a 40-hour week. Work in excess of eight hours in any workday may not qualify an employee for overtime pay. Time off for holidays, leave, sickness, etc., are not to be included as hours actually worked. However, hours worked on a holiday may be substituted or switched for time during some other week or weeks of the pay period as long as total hours of the workweek do not exceed 40.

6. Non-exempt employees who are required by their supervisor to work or for emergency purposes must work during Thanksgiving or Christmas holiday days as designated on the College annual calendar will be compensated at time and a half.

7. Same-Day Out-of-Town Assignments Requiring Travel. Same-Day Out-of-town travel time is to be compensated if (1) the travel is during the normal working time; and 2) the travel is before or after the normal working time.

8. Over-Night Out-of-Town Assignments. If the time on out-of-town assignments is overnight, 1) only time that is spent in traveling during regular work hours is compensable; and 2) if outside of regular work hours, only if the employee is the driver of the vehicle.

Employees must have prior approval of their supervisor to participate in "Out-of-Town Assignments."

9. Employees should make every effort to take a one-hour lunch break. As the normal College work day is from 8 a.m. to 5 p.m., one hour for lunch is generally non-compensable. If employees eat their lunches at the work site and perform duties of the job, the time is compensable and may qualify as compensatory at the time and a half rate if total hours for the workweek exceed 40. Unless otherwise requested by their supervisor or approved by their supervisor as work time, non-exempt employees are expected to take a full lunch hour.

- See more at: [https://www.snow.edu/general/policies/331-overload\\_compensation.html#sthash.AkdI0EI7.dpuf](https://www.snow.edu/general/policies/331-overload_compensation.html#sthash.AkdI0EI7.dpuf)

