The University of Wisconsin-Platteville
Policy Governing Overload Payments and Temporary Base Adjustments
for Faculty, Academic Staff and Limited Appointees

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. Therefore, 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 this policy.

In general, options such as adjustments in the employee's other duties in order to release time to meet new responsibilities; a temporary base adjustment; or a purchase-of-load arrangement in which funds are transferred into an employee's department or unit as a purchase of institutional time from the department or unit should be considered before overload payments are granted.

There are instances in which asking an employee to take on a significant workload and do substantially more than his/her appointment requires is the only viable alternative and compensation is appropriate. There may also be other situations in which the individual is asked to assume, on a temporary basis, different duties and responsibilities within the full time appointment period such that the base salary for performing those functions needs to be examined. The purpose of this policy is to define the circumstances in which such payments may be provided.

References and Definitions

- University of Wisconsin System Financial Administration Policy F29: Salary and Fringe Benefits Calculations for Unclassified Staff
- University of Wisconsin System Unclassified Personnel Guideline 4 (http://www.uwsa.edu/hr/upgs/upg04.pdf)
- Wisconsin Statute § 16.417,
- Authorization for Additional Payment Form (Blue sheet) (http://www.uwplatt.edu/academic_affairs/files/Authorization_for_additional_payment_form_2013.pdf)
- Request for Additional Payment Form (Green sheet) (http://www.uwplatt.edu/academic_affairs/files/overload.pdf)
- Request for Summer Payment in Excess of 2/9 (Pink sheet) (http://www.uwplatt.edu/academic_affairs/files/summer.pdf)

Overloads – Short-term assignments to meet special requirements that go beyond employee appointments, creating a significant workload, 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 each College. Non-Instructional overloads may include oversight of a short term project, system change or implementation or additional administrative duties outside of the scope of work and responsibility within the person’s work unit. Overloads also include exceptional support for academically centered events that contribute to the intellectual reputation of the university.
Short term – less than one academic year or calendar year and does not equate to a half time position. Duties that recur each year should be considered permanent duties and salary adjustments should be made permanent.

Significant workload – generally, workload performed in excess of 100% of an employee’s normal position responsibilities for multiple months.

Executive Positions – this includes employees appointed to Limited appointments.

Expectations

The guidelines for overload assignments are based on the following expectations:

- Tenured and tenure-track faculty are expected to engage in teaching, research and service.
- Academic Staff are expected to engage in service and additional activities designed to enhance professional growth.
- Expectations related to teaching workload are defined by each College and must be applied consistently within each College to ensure an efficient use of budget dollars.
- High quality instruction is a significant expectation of all UW-Platteville courses. Using Faculty or Instructional Academic, in excess of their normal workload, assumes that consistent, high-quality instruction will be demonstrated in all course offerings, including in the overload assignment.
- Executive positions on campus are ineligible for overloads.
- Administrative and Professional level positions where a short term project may be assigned to meet the needs of a particular unit or the campus may be eligible for an Overload if the definition of “significant workload” is met and responsibilities cannot be shifted to several staff to accomplish the task without incurring an overload.
- Administrative or Academic work performed between multiple appointing authorities (i.e., dual employment) where the workload exceeds 100% and cannot be managed within one division should be treated as overload.
- UW-Platteville will institute a cap for all employees who are able to receive one or multiple overloads in a fiscal year. The cap will be no greater than $18,000.00, or 20% of an employee’s annual salary. The fiscal year is defined as July 1 of the first year through June 30 the subsequent year. This cap will be calculated based upon when the employee receives each overload payment.
- Work performed for other state agencies outside of higher education is still subject to the $12,000.00 statutory overload limit.

Process

- Overload appointments must be approved in advance of the work being performed and payments should be made following work performed, or for projects that extend across several months, on a regular basis during that interval.
- Overload appointments that cover several months will be divided equally across the appropriate payrolls to ensure payment is not made in advance of completion of the work performed.
- The Provost has final approval of Overload appointments for Faculty and Instructional Academic Staff.
- The Vice Chancellor for Administrative Services has final approval of Overload appointments for Non-Instructional Academic Staff. Please double check the new delegations to confirm this and the prior bullet are consistent with that document.
• Copies of the Overload appointment and corresponding HRS paperwork should be submitted to the HR offices in advance of the appropriate payroll cycle.
• Administrative overloads may be calculated based on the value of the duties performed if dissimilar from the employee’s full time work responsibilities.
• Faculty and Instructional Academic Staff overloads for additional instruction should be based upon the rate assigned to the particular academic area by the Dean of each College.
• Instructional overloads for staff holding non-teaching appointments should be based on the established College instructional academic staff salary structure.
• Academic Staff on a twelve month appointment may undertake instructional overloads only with the prior approval of their supervisor and submission of an approved alternative work schedule to ensure that the employee’s full time responsibilities are being fulfilled. During Winterim Academic Staff on twelve month appointments who accept instructional assignments will be required to submit an alternative work schedule, where feasible, or take annual leave or personal holidays to cover those times when instruction is being delivered.
• Faculty and staff have the right to reject overload assignments. Deans, directors and department chairs cannot require anyone to work an overload assignment as part of their regular responsibilities.
• Beginning July 1, 2013, the overload limit is monitored on a fiscal year basis and covers all payments made during that period, regardless of when the overload assignment was worked (i.e., the previous fiscal year).
• Violation of this policy may result in a denial of overload payment.
• For nine month faculty and nine month academic staff Summer Service and Session appointments are governed by the summer appointment guidelines.

Audit

To ensure compliance with Unclassified Guidelines related to overloads forms may be subject to review and audit by UW-Platteville Internal Audit, UWSA Audit or the Legislative Audit Bureau’s review.

Records

• Each College/Division is responsible for maintaining records of overload assignments and payments. Human Resources is responsible for maintaining finalized copies of approved HRS paperwork per the Records Retention Schedule.

Supplemental Information related to Overload

1. Does serving on a search and screen committee warrant an overload payment?
   No. Agreeing to serve or chair a search and screen committee is considered service to the University and is not a compensable under this policy.

2. During the start of each semester I am required to work late (additional 1-2 hours/day per week. Will I receive overtime for this work in the form of an overload?
   No. As an employee who is exempt from overtime under the FLSA you are expected to expend the total effort necessary to complete you regular assignments without additional compensation.
3. **How are overload payments calculated?**
   Overloads may be calculated in two ways. If the duties are similar to or the same as the employee’s full time responsibilities then the payment shall be calculated according to the employee’s current base salary. If the overload appointment responsibilities are administrative and distinct from the employee’s current responsibilities, the payment should be based upon the market for the duties being performed.

4. **A department has a need for the services of an employee from another unit. This work will need to be performed during the course of the normal workweek and the employee will not need to work additional hours to make up their duties for the “home” department. Should this employee be compensated with an overload?**
   a) No. This should be handled as a buy-out of the employee’s time. If the home department and the employee agree to the exchange, then the home department may either reassign the job responsibilities to another or several staff members.
   b) If it is not possible to shift workload responsibilities or adjust schedules the employee may be compensated with an overload.

5. **If I receive an overload for work outside of my department and for duties that are not similar to those that I perform routinely how will the payment be calculated?**
   The payment should be calculated based upon the typical cost to hire someone in that unit to perform the duties. The cap will still apply in this situation.

6. **If overload payments are tracked and calculated based on the fiscal year which year do the December earnings fall into for monitoring purposes?**
   The December earnings are generally paid on January 2nd of the following year. Per UWS policy this payment would fall under that new calendar year for purposes of IRS reporting and not the previous year. However, for purposes of overload tracking, the overloads are tracked on the fiscal year basis.

7. **Are non-instructional academic staff who are asked to make a presentation to an academic class entitled to receive an overload payment?**
   No. As an exempt employee, under the Fair Labor Standards Act (FLSA), you are considered a salaried employee and therefore are not eligible for overtime or an overload payment where the presentation relates directly to your normal work duties. However should the request be for you to instruct a full class for a full semester, the additional workload differ from ones’ normal duties, and requires substantially long hours over the course of several months, this additional workload appointment should be evaluated for overload. Pre-approval from your supervisor and an alternative work schedule would be required.

8. **If I also perform work for another state agency is the overload limit still $18,000.00?**
   No, all other state agencies are still governed by the $12,000.00 limit for additional pay. Each employee is responsible for tracking any pay received from another state agency.