

UW-Whitewater Overload Policy Principles (Revised to comply with UW System Policy effective 7/1/2014) 5/6/2014

### What is an Overload?

Per UWS Unclassified Personnel Guideline #4 an overload occurs when:

With the consent of the employee, substantial additional work requirements are added to the duties of a full-time employee, in effect creating a workload exceeding 100% of the employee's time, and the need for the performance of the additional work is unusual, short-term or nonrecurring in nature.

This is different from temporary base adjustments (TBA); cases where an employee is appointed in an acting or interim capacity, or to assume temporary responsibilities. These adjustments do not constitute overload payments.

TBAs should be used for Department Chairs and administrative assignments that are not permanent in nature.

### UW-Whitewater Overload cap (effective 7/1/2013)

The dollar amount of overloads will be capped for each individual at 20% of his/her base salary or \$18,000, whichever is greater (an individual with a base salary of \$50,000 would be able to earn up to \$18,000 in overloads before an exception would be required even though 20% of the base is \$10,000).

The overload cap is based on a fiscal year. The cap is calculated based on the salary on the first day of an individual's contract (7/1 for annual appointments and the first day of the academic contract for 9-month appointments); the cap for each individual will remain in place for the entire fiscal year regardless of change in salary.

Work undertaken at other campuses should be monitored by the department chair and dean. Inter-institutional Agreements (IIAs) will be tracked as part of the overload cap (this will only include payments of over \$1,000). All IIA forms should be routed through the Budget Office for tracking purposes.

## Federal Grants

Specific information regarding overloads as they pertain to grant funds should be directed as follows:

- Pre-award overload questions should be directed to the Office of Research and Sponsored Programs.
- Post-award overload questions should be directed to a grant accountant in Financial Services.

## Monitoring overloads

The Budget Office will review each COS to ensure that the individual has not reached the cap. This will be maintained in a spreadsheet that will be available to Deans and Division Heads. In instances where the cap will be exceeded as a result of the current COS; an exception form will be requested from the COS's originator.

## Exceptions to the 20% or \$18,000 cap

When the overload cap will be exceeded as a result of the current COS, an exception must be approved in order for a COS to be processed. The exception form must be reviewed and signed by the Department Chair/Director, Dean, and Division Head. The Chancellor will have final approval of all exceptions; with the Budget Office acting as his designee. Exceptions will be tracked by the Budget Office as part of the overload spreadsheet.

An exception to the cap may be approved if the additional work being undertaken does not undermine an individual's performance in their position. Some examples where exceptions may be granted are:

1. Teaching courses or undertaking other activities exceeding the cap with approval from the dean or director indicating that this does not interfere with basic course and/or workloads.
2. Emergent situations where immediate classroom coverage is needed.
3. Faculty or staff engaging in entrepreneurial or research activities.
4. Staff directing camps or conferences.
5. Faculty or staff teaching Winterim courses.

## Summer Session

The Summer Session 2/9ths rule for 9-month employees remains in place. See the policy for [Summer Session Compensation](#) in the UW-W Handbook.

If an individual is expected to exceed the 2/9ths cap, an exception must be requested from The Dean of the School of Graduate Studies and Continuing Education (acting as the Chancellor's designee and in consultation with the Budget Office). The exception form should include the signatures of the Department Chair, Dean, and Division Head, and must be attached to the summer contract. All exception forms should be routed through the Budget Office for tracking purposes.

The pay schedule for Summer Session and Summer Service can be found on both the payroll section of the Human Resources and Diversity Website and the overload section of the Office of Budget, Planning, and Analysis website.

## Timeliness of Overload Requests

UW-Whitewater recognizes that there are two types of overloads; those for coursework and activities where the scope and payment is known at the outset, and those for attending workshops, developing courses, and conducting research or entrepreneurial activities where the payment is not made until after the work has been completed.

A COS overload request for a coursework and activities where the scope and payment is known at the outset is timely if routing is completed and arrives in the Office of Human Resources and Diversity at least 14 days before the work begins.

If it is not possible to meet the 14 day requirement, the originator should contact the payroll office in Human Resources and Diversity so they are aware that a late overload form is coming in.

Please note that routing of COS forms will take extra time because the individual undertaking the work will be required to sign off as well (a new part of the process). Acknowledgement by the individual performing the work is required to ensure compliance with System policy. The routing flow chart for overload COS forms can be found here <http://www.uww.edu/adminaffairs/hr/change-of-status/COSFlowCharts.pdf>

Instances where the payment amounts are not known until the completion of a project such as participating in a workshop, course development, and conducting research activities may be paid upon completion.

In these instances the request is timely if routing is completed and arrives in the Office of Human Resources and Diversity a maximum of 30 days after the work has been completed.

If it is not possible to meet the 30 day requirement, the originator should contact the payroll office in Human Resources and Diversity so they are aware that a late overload form is coming in.

Schedule of Overload Payments

The table below details the payment schedule of all overloads.

Term	First Payment	Second Payment	
Fall	Paid in November	Paid in February	If adjustments are needed they will appear on the second payment
Winterim	Paid in February	No second payment	
Spring	Paid in March	Paid in June	If adjustments are needed they will appear on the second payment
Full Year	Paid in November	Paid in June	
Single Payment	Nov, Feb, March or June		Paid next scheduled overload payroll After COS Rec'd.

In instances where COS forms are completed late; payments will be made on the next payroll that includes an overload payment. Summer payments will be made according to the schedule in the Summer Session Section.

Calculation of individual cap and tracking of Overloads

The Budget Office will use the most recent budget data to calculate the cap for each individual. The amounts will be distributed to deans and division heads by June 15<sup>th</sup> for the upcoming fiscal year (in years where the budget has not yet been signed, pay plan will not be included in the calculation of the cap).

There will be a spreadsheet maintained on the T:// drive where deans and division heads can check the status of individuals overloads compared to the cap. This spreadsheet and tracking of all overload payments will be maintained by the Budget Office in consultation with the Payroll Office.

