

Overload Compensation Guidelines

2007-2008 Faculty Handbook, Section 7, Pages 7.26-7.28

According to the Board of Regents Policy Manual (Section 803.1404), overload compensation may be paid when all of the following conditions exist:

1. The work is carried in addition to a normal full load;
2. No qualified person is available to carry the work as part of their normal load;
3. The work produces sufficient income to be self--supporting;
4. The additional duties must not be so heavy as to interfere with the performance of regular duties;
5. Extra compensation is in line with compensation paid for performance of the employee's normal duties.

KSU's procedures for complying with and interpreting Regents Policy are outlined below. Prior approvals for proposed overload compensation are expected to be secured using the required form before the overload assignment commences.

Conditions of an Overload Assignment

Faculty who assume overload assignments for overload pay must meet expectations in all of their normal in--load work assignments. In--load work assignments typically include the expected full--time commitment of the faculty member to teaching, supervision and mentoring duties, professional service (including administration), scholarship and creative activity, and academic achievement and professional development. Overload pay is not appropriate for an individual if the work can be readily assigned on an in--load basis to another qualified person or if the individual's existing assignments can accommodate the work or can be readily reduced, rearranged, or reassigned in order to accommodate the work on an in--load basis.

Since KSU is in full or partial operation seven days a week in the mornings, afternoons and evenings, many faculty do not share the same daily or weekly work schedules. A "normal full load" must take flexible scheduling into account, regardless of when and where an individual's faculty--related work is done during the week.

Avoiding Conflicts with Regular Duties

Because faculty are salaried professional employees, overload assignments are most acceptable when the nature of the work in the overload assignment is significantly different from the nature of an individual's work assignments in the normal full load. When the nature of the work is similar for in--load and overload pay, the potential for an appearance of a conflict of interest or conflict of obligation exists and should be avoided or thoroughly justified. Faculty members who write themselves into grants or contracts for services that involve overload pay create the potential for a perceived conflict of interest or obligation.

When an apparent conflict of interest exists within a department, college, or division, an administrator at another level of authority beyond that unit must confirm that the overload compensation is appropriate and does not constitute a conflict of interest or obligation.

Teaching a degree credit course typically constitutes a substantial workload assignment. KSU faculty loads are considered too heavy by most faculty to justify the teaching of extra degree credit courses on an overload basis. Thus, KSU does not employ its full-time faculty to teach such courses on an overload basis.

Defining Self-Supporting Income and Appropriate Rates of Pay

Extra work assignments which entail overload compensation must generate sufficient income to support extra institutional expense. Continuing education programs, contract services, and other similar activities are designed to generate sufficient income to be self-supporting. They represent the most common activities associated with overload pay at KSU. As explained previously, KSU does not employ faculty to teach degree credit courses on an overload basis, even though course registrations produce tuition income.

If the regulations of the granting agency or source of funding requires a faculty member to make an in-load commitment of time and effort, the affected individual will not be eligible for overload pay for that assignment. Federal grants and contracts usually do not permit overload compensation; if done, it usually requires special and prior approval by the funding agency. Thus, the availability of external funds is a necessary, but not sufficient, condition for overload pay. Work responsibilities on grants and contracts will typically be scheduled as in-load assignments.

The rate of overload compensation varies according to the nature of the work, market conditions, and reasonable fit within KSU's compensation schedules.

Upper Limits on Overload Compensation

In light of the heavy workload and time demands on teaching and administrative faculty, overload pay for faculty below the level of a dean will not exceed 20% of the individual's full-time academic year, summer, or fiscal year salary. When compensated assignments from all sources reach 30% of a faculty member's academic year salary during the summer months, the faculty member is considered to have a full-time summer workload at KSU. Thus, the maximum overload compensation during the summer months would be an additional 6% (36% total) of the faculty member's nine-month salary and will normally include work responsibilities beyond the term in which summer classes are in session.

The deans, vice presidents, and president will not be eligible for overload pay because of the extensive workload carried by those individuals and the breadth of their professional obligations in those positions. Exceptions, if any, must be approved by the president.