

Original Issue Date: August 28, 1972

SUBJECT: University Policy and Procedures for Overload Payment

DATE: August 1, 1983

The purpose for this memorandum is to establish University policy and procedures for overload payment.

Policy

Any individual who is employed full time in a position covered by the Board of Regents classification and Pay Plan may receive overload compensation for participation in activities sponsored or coordinated by the Division of Continuing Education.

Participation in activities outside the purview of the Division of Continuing Education may not be compensated by overload payments. However, a certain amount of service in non-credit activities is implied over and above monetary considerations when individuals become professional members of the University staff. Such participation is encouraged.

Procedures

1. No full time employee may earn by overload payments an amount in excess of 20% of his/her base salary.
2. Overload compensation for teaching in Continuing Education activities may not be promised in advance as a recruiting or salary augmentation device.
3. Participation by staff members in non-credit Continuing Education activities for overload compensation must not interfere with other regularly assigned responsibilities.
4. Compensation for participation in non-credit activities must be paid from funds generated by non-credit activities rather than general revenues.
5. Overload compensation to faculty and staff for participation in non-credit activities shall be negotiated taking into account individual credentials, number of hours of instruction and required preparation of materials, curriculum, and so forth. Rates of payment and total compensation for services rendered will be approved on a program-by-program basis by the Dean of Continuing Education.
6. Guidelines for securing approval to pay overload compensation include the following:
 - a) Procedures for securing approvals and acceptances of overload compensation

- payments are the responsibility of the Dean of Continuing Education.
- b) Approval to pay overload to an employee of Florida Atlantic University must be authorized by the Dean of the college holding the faculty member's contract and the Dean of Continuing Education before overload compensation is offered for participation in a non-credit activity.
 - c) Approval to pay overload compensations to an employee of another state agency must be cleared with that agency by FAU's Dean of Continuing Education before payment is offered to the individual.
 - d) No final payments for overload compensation will be provided to individuals before completion of services to be rendered.
 - e) Requests submitted to the Dean of Continuing Education for final payment of overload compensation for program or other product development must be accompanied by a copy of the completed product.

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President

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