



POLICY: 2-74 Supplemental & Overload Pay

LT Approved:
Effective Date:
Revised: 01/16/15
Responsible Party: Executive Director, Human Resources

Purpose:

The purpose of this policy is to provide uniform and consistent standards for granting and approving supplemental assignments and related pay to WSU Tech employees.

Definitions:

- A. **Supplemental/Overload Assignments:** Assigned work that is temporary and substantially beyond the responsibilities and duties associated with the employee's job or which requires significant additional work beyond those spent on normal job duties.

Types of Supplemental & Overload Assignments:

1. Faculty:
 - a. Teaching overloads
 - b. Summer instruction (for 9 month faculty)
 - c. Special or temporary assignments in accordance with policy #5-15 on Faculty Overloads, that are beyond the scope of an academic appointment.
 - c. Adjunct faculty attendance at orientation, training.
2. Exempt Staff (non-faculty):
 - a. Substantial additional duties or large projects that are occasional, sporadic, unrelated to primary job responsibilities and duties, and typically performed outside of regular working hours.
3. Interim assignments to fill job vacancies.

Duration of Assignments:

1. Supplemental assignments must have beginning and end dates, not to exceed one year.
2. Lead Faculty stipends must be individually reviewed and approved each year.

- B. **Supplemental/Overload Pay:** Payment to an employee by the College in excess of the employee's regular annual base salary for assigned work that is temporary and substantially beyond the responsibilities and duties associated with performance of duties or service which requires significant additional work hours beyond those spent on normal job duties.

1. Payments for Interim assignments, Lead Faculty, or Clinical Coordinator duties are not added to the employee's base pay and are considered temporary supplements.

Process:

- ◆ Fulltime faculty Overload Pay for instruction (workload in excess of the usual and customary class assignments, summer classes for 9 month faculty) are processed through the Banner FLAC system.
- ◆ Requests for non-instructional supplemental pay for an Exempt employee are processed using the Banner FLAC system but utilizing a different form requiring assignment details and expected outcomes.
- ◆ All requests for non-instructional supplemental pay must be approved before the activity is scheduled to begin.
- ◆ The hiring department must ensure there are available budget funds, and that the correct department account is reflected on the request before submitting for payment.

A. Compliance Review/Approval process:

1. The Division where the duties are to be performed (hiring department) initiates the Supplemental Pay or Overload agreement, ensuring budget funds are available, outlining the work to be performed, the time period of the assignment, and whether the payment is one-time or bi-weekly.
2. Approval:
 - a. For instructional overload agreements -- Academic Deans.
 - b. For all other supplemental agreements – the Executive Director of Human Resources. Supplemental agreements within the HR Department must be approved by the President.
3. Once approved, the employee acknowledges the agreement through the electronic FLAC process, agreeing to perform the identified services, within the required deadline, and at the amount specified. The form is automatically routed to payroll once acknowledged.

B. Non-Exempt Employees:

Non-exempt employees are paid on an hourly basis for hours worked. Hours worked in excess of 40 hours per week must be compensated at time and a half. Time worked on supplemental assignments is not a separate entity but a combination of the regular job and supplemental duties and will be recorded on the employees' timecard. Supplemental assignments cannot result in a part-time employee working more than 28 hours per week.