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**SUBJECT: EXTRA & OVERLOAD ASSIGNMENTS AND OVERTIME COMPENSATION**

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- 1.0 PURPOSE: To provide policy governing overtime time, overload assignments, and compensatory time.
- 2.0 COMPENSATION: Extra or overload assignments (compensation for services beyond primary assignment) shall be paid at rates not in excess of those equivalent to the faculty member's or staff member's current base salary unless the following approval requirements and limitations are met.
  - 2.1. Approval Requirements
    - 2.1.1. Faculty members must obtain prior written approval for any overload assignments from the Chief Academic Officer, or designee.
    - 2.1.2. Exempt Staff members must obtain prior written approval for any overload assignments from their supervisor.
    - 2.1.3. Non-exempt full-time staff members are not allowed overload compensation without written approval from the Vice President who supervises the employee.
    - 2.1.4. Non-exempt part-time staff are not allowed to exceed 29 hours per pay week of combined work without written approval from the appropriate Vice President and must obtain prior written approval from their primary supervisor for any additional work for Snow College.
    - 2.1.5. Extra compensation for faculty or staff requires approval of the President when the amount for a single supplemental appointment exceeds \$10,000.
    - 2.1.6. Extra compensation for faculty or staff requires approval of the appropriate Vice President and supervisor when work is to be performed during regular working hours.
- 3.0 LIMITATIONS (FACULTY)
  - 3.1. Faculty member base salary is equated to a two-semester appointment. Extensions beyond this base shall not exceed 33% of base salary for the non-appointment time in regular daytime teaching plus an additional six (6) credit hour equivalents in continuing education teaching assignments. (Refer to the Snow College Work Load Policy for the calculation of credit hour equivalents.) Exceptions to this policy must be approved by the President of Snow College. (Extensions, for example, would be in effect for summer semester appointments if a faculty member's primary assignment had been fall and spring semesters.)
  - 3.2. Full-time faculty members may be assigned other teaching or administrative responsibilities as part of their full-time load with no additional compensation.

- 3.3. Faculty members are eligible to receive extra or overload compensation for overload work up to a maximum of twelve (12) credit hour equivalents for the two-semester academic year not to exceed six (6) credit hour equivalents in any semester providing required prior approvals are granted. (Refer to the Snow College Work Load Policy for the calculation of work load units.)
  - 3.4. Full-time load for faculty is the teaching load plus committee assignments, counseling assignments, or other assignments currently assigned to the particular faculty position.
  - 3.5. The College President may, at his or her discretion, make exceptions to 3.1-3.4 above.
- 4.0 LIMITATIONS (EXEMPT STAFF)
- 4.1. Exempt staff may be assigned duties outside of their normal role as part of their full-time load.
  - 4.2. Exempt staff are eligible to receive overload and/or extra compensation for work up to a combined maximum of 33% of base salary for a fiscal year providing required prior approvals are granted.
  - 4.3. Exempt staff may not receive more than 33% above their base salary in aggregate for overload or extra compensation during a fiscal year unless specifically authorized by the President.
  - 4.4. Full-time load for exempt staff is the current job description for the particular staff position.
  - 4.5. The College President may, at his or her discretion, make exceptions to these limitations.
- 5.0 LIMITATIONS (NON-EXEMPT STAFF)
- 5.1. Supervisors should make every effort to avoid having non-exempt employees work in excess of 40 hours during the specified work week. When this is not possible, overtime work hours may be arranged with prior supervisor approval.
  - 5.2. If an employee works a total of 40 hours prior to the close of a work week (see Normal Work Hours Policy 329), the employee may be given straight time off during that week to maintain a total of no more than 40 hours.
  - 5.3. Overtime is calculated at 1.5 of regular hours.
  - 5.4. Overtime shall be earned only after an employee has worked a 40-hour week. Work in excess of eight (8) hours in any work day may not qualify an employee for overtime pay. Time off for holidays, leave, sickness, etc., are not to be included as hours actually worked. However, hours worked on a holiday may be substituted or switched for time during some other week or weeks of the pay period as long as total hours of the work week do not exceed 40.
  - 5.5. Non-exempt employees who are either required by their supervisor, or for emergency purposes must work during Thanksgiving and/or Christmas day as designated on the College annual calendar will be compensated at time and a half.

- 5.6. Compensatory time banked hours must be used prior to using vacation leave balances.
  - 5.7. Employees should make every effort to take a one-hour lunch break. As the normal College work day is from 8 a.m. to 5 p.m., one hour for lunch is generally non-compensable. If employees eat their lunches at the work site and perform duties of the job, the time is compensable and may qualify as compensatory at the time and a half rate if total hours for the workweek exceed 40. Unless otherwise requested by their supervisor or approved by their supervisor as work time, non-exempt employees are expected to take a full lunch hour.
- 6.0 REFERENCES
- 6.1. Board of Regents Policy and Procedure, R816, Overtime Pay, Overload Assignments, and Compensatory Time
  - 6.2. Fair Labor Standards Act (FLSA), 29 U.S.C. Section 201 et seq.