Policy

This policy provides guidance for compliance with UW System Administrative Policies 1277, Compensation, and 230, Salary & Fringe Benefit Calculations, for the administration and calculation of overload payments for full-time faculty, academic staff, FLSA exempt university staff and limited appointees. The chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution or an individual assumes additional short-term responsibilities. Institutions are encouraged to develop institution specific overload policies within the bounds of the UW System Administrative Policy 1277.

- Overload compensation may not exceed the higher of either 20 percent of the employee’s academic (c-basis/9 month) salary base or annual (a-basis/12 month) salary base or $18,000 unless the chancellor or designee determines that good cause exists to exceed this threshold and issues an exception in writing.
- Overload maxima are calculated on a fiscal year basis.
- Overload payments may be made where with the consent of the employee, substantial additional work requirements are added to the existing duties of a full-time employee creating a workload in excess of 100% of the employee’s time and the performance of these additional duties is unusual, short-time or nonrecurring in nature.
- Overload payments may also be made where a full-time employee of one UW System institution accepts an institution-approved part-time appointment to perform duties at another UW System institution in addition to his/her full-time position (see UW System Administrative Policy 324).
- Additional compensation is not considered an overload if the employee is not considered full-time.
- Overload payments must be approved, in advance, by the chancellor or designee. Requests will be submitted by the department using the Additional Payment Request for Faculty, Academic Staff and Limited Appointees and the University Staff Salary Adjustment/Additional Pay Request for exempt University Staff.
- The salary used when calculating overload limits is the employee’s base salary on the last day of the previous academic year. For new employees, the starting salary is used. Increases in salary during the fiscal year are not used when calculating overload limits.
- Overloads will be paid on a monthly basis rather than as a lump sum unless directed otherwise.

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• Overload payments must be reasonable in terms of the original base salary and the time spent, effort involved, and level of skill required for the additional assignment.

• The overload limit is monitored on a fiscal-year basis and covers all overload payments made during that period, regardless of when the overload assignment was actually completed.

• Summer compensation for the calculation of summer salary for academic year (c-basis/9-month) employees is not considered an overload for the purposes of this policy (see AP-01-208).

• Overload payments must not violate Federal Office of Management and Budget (OMB) Circulars or funding agency guidelines. For example, compensation funded through grants and contracts is subject to the funding agency’s rules and must consider UW-River Falls overload rules. Permission for overload is needed from both the granting agency and the university.

• It is the department’s responsibility to monitor overload expenditures and appointments to ensure compliance with the policies and procedures.

The University’s administration will periodically review (every three years) this policy to ensure that it is functioning, compliant with UW System and Regents policies and procedures, and in line with the authorizing State of Wisconsin legislation.

Authority

The UW-River Falls Provost issues this policy in accordance with the Administrative Policy process. Only the UWRF Chancellor can provide an exception to this policy.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Department/Unit Responsibilities

Human Resources and/or the Budget Office will generate the salary list. This list can and should be the same as that used for the distribution of compensation for faculty otherwise known as the $100,000 distribution.

Related Documents

• Wisconsin State Statute 16.417 Dual employment or retention. 
  https://docs.legis.wisconsin.gov/statutes/statutes/16/iii/417/
- UW System Administrative Policy 1277
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/compensation/

- UW System Administrative Policy 230
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/salary-fringe-benefit-calculations-2/

- UW System Administrative Policy 324
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/inter-institutional-financial-transactions/

**Contact**

Direct questions about this policy to administrative-policy@uwrf.edu.