

Overloads/LIM

An overload assignment happens when faculty teach additional hours above the required or is given assigned work outside the normal work week. Overloads are compensated at the adjunct salary pay listed above and will use the codes 610100 (9 mo.) or 610300 (12 mo.). **Per the faculty handbook, an overload is considered to be for pre-tenure faculty teaching more than 12 hours or non-tenure faculty teaching more than 15 hours.** Overload assignments for spring/fall are processed as 01 or 02 assignments in EPAFs for on ACFs. Overloads require an extra comp form through DocuSign to be filled out in advance to determine whether there will be a line item max issue with the salary. If there is an issue with the salary, the employee will not be able to work the overload or can take the amount up to the line item max as defined by the state for their position. If there is no line item max issue and the extra comp is approved, the department will then fill out an ACF. There is a line item max for each faculty or staff position and the line item max is looked at per pay period not annually. **Overloads are restricted to 1 faculty/staff overload per term unless approved by the Provost with a justification.**

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