

## **OVERLOAD POLICY FOR ADMINISTRATORS**

Administrators may be paid an overload only for duties beyond those expected as part of their normal assignment. In addition, an overload may be assigned only when the administrator meets the minimum teaching assignment of two courses per year, or when there is an emergency situation.

To avoid a conflict of interest, administrators may not self-assign overload duties. These duties must be assigned by the administrator's supervisor.

Non-ranked faculty members, such as advisors, may be paid overload for work beyond their assigned duties.

Employees on 12-month contracts may perform overload assignments only after normal working hours or they must take annual leave. Overload may be assigned only for teaching at off-campus sites.

August 8, 1996