Policy Statement:
Overload agreements may be issued to extend the base letter of appointment for any full time faculty employee.

A. Types of Faculty Overload Assignments:
   1. Teaching overloads
   2. Summer instruction (for 9 month faculty)

B. Overload Pay: Payment to an employee by the College in excess of the employee’s regular annual base salary for instructional workload in excess of the usual and customary class assignments.

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. Overload agreements are paid at a predetermined rate for each class, based on the departmental Adjunct pay scale.
- Requests for non-instructional supplemental pay are handled as per policy #2-74 (Supplemental & Overload Pay) and require the approval of the Executive Director of Human Resources prior to the start of the assignment.
- The Academic Dean (from the department where the work will be performed) must ensure there are available budget funds, and that the correct department account is reflected on the FLAC agreement before submitting for payment.

C. Compliance Review/Approval process:
   1. The Division where the duties are to be performed (hiring department) initiates the 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 for instructional overload agreements are the responsibility of the Academic Deans.
   3. Once approved, the employee acknowledges the agreement through the electronic FLAC process, agreeing to perform the identified services at the amount specified. The form is automatically routed to payroll once acknowledged.