



**SUBJECT: SUPPLEMENTAL AND OVERLOAD COMPENSATION TO FACULTY
AND ACADEMIC ADMINISTRATORS**

I. PURPOSE:

To outline the University's policy toward supplemental and overload compensation above base appointment to faculty and academic administrators with faculty rank from funds administered and paid by SUU.

II. REFERENCE:

Board of Higher Education Policy

- R312: Configuration of the Utah System of Higher Education and Institutional Missions and Roles
- R485: Faculty Workload Guidelines

Southern Utah Policy

- 6.27: Faculty Workload
- 6.0: Definition of Faculty
- 6.28: Faculty Professional Responsibilities
- 6.9.1: Faculty and Academic Administrator Consultation and External Employment Activities
- 8.3.8: Supplemental and Overload Compensation for Staff and Non-Academic Administrators
- 8.5.1: Overtime (non-exempt personnel)

Other References

- Utah Public Officers' and Employees Ethics Act, Title 67 Chapter 16
- OMB Circular A-21, section J.10 Compensation for Personal Services

III. DEFINITIONS:

- A. Full time - An employment relationship, applicable to faculty and academic administrators with faculty rank, which requires a commitment of 100% of the individual's normal and expected working time and while under appointment. Full-time employment at SUU is generally inconsistent with the acceptance of any other regular employment that interferes with the discharge of the person's full time service obligations to the University.
- B. Institutional Base Salary (IBS) – An individual's institutional base salary is the annual compensation that the university pays for an individual's regular appointment. This includes all salaries paid to the employee as designated in the



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regular University appointment, exclusive of all overload, supplemental, overtime, etc.

- C. Supplemental Compensation - The amount of other compensation an employee can receive in addition to their IBS within a fiscal year. This only applies to employees that have less than full-time, 12 month appointments. An employee may only receive supplemental compensation up to a maximum of 12 months and 100% of total effort.
- D. Overload compensation - The amount of other compensation an employee receives above their base salary and supplemental compensation as additional compensation exceeding what is expected as their full-time effort.
- E. ICH - Abbreviation for Instructional Credit Hour - (See Policy 6.27 Attachment for details)
- F. Funds administered by the University - Funds administered by the University include general funds, uniform school funds, mineral lease funds, grant and contract funds (SPARC), restricted and unrestricted funds, auxiliary funds, plant funds, SUUSA funds, development funds, and any other funds under the control of the University that are available for payment of compensation.
- G. Sponsored research contract or grant (SPARC) - A contractual arrangement with a federal, state, private, or other non-University agency under which funds are made available and are administered by the University for specified research or training project or program.

IV. POLICY:

- A. Supplemental or overload compensation payable from funds administered by the University is permitted only under the conditions specified herein. Any such payments made for any reason, in violation of this policy and procedure, constitute indebtedness from the recipient to the University.
- B. All supplemental or overload compensation will be paid from the University's payroll system, subject to applicable withholdings and deductions.
- C. When a faculty member agrees to teach a course outside of his/her own department during a regular teaching semester, that course will be scheduled as



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part of the faculty member's normal teaching load and no supplemental or overload compensation will be paid unless prior arrangement for overload or supplemental pay has been made between the respective department chair, dean and Provost's Office.

- D. Supplemental compensation for services performed under separately designated assignments may be paid subject to the following limitations and conditions:
- i. Compensation must be paid in proportion to the time and effort expended on each assignment and at the same rate for each assignment.
 - ii. Supplemental compensation in relation to SPARC projects will be in compliance with the Federal Office of Management and Budget regulations.
- E. Faculty full-time workload expectations are outlined in policy 6.27, which constitute the effort for a faculty member or academic administrator's institutional base salary. Overload assignments and the payment of overload compensation for teaching are authorized on a nonpermanent basis if the following conditions are met:
- i. Overload compensation is granted when a faculty member or academic administrator teaches in excess of their 100% normal and expected teaching assignment.
 - ii. Overload compensation is based on the prevailing institutional rate per ICH up to a maximum of six ICHs per semester during their regular appointment.
 - iii. Total salary payable during the fiscal year to a faculty member or academic administrator may not exceed that employee's institutional base salary, annualized over a twelve-month period unless:
 - a. employee is performing additional responsibilities outside of the department or
 - b. employee is working outside of their primary job expectations



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.9
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- iv. Overload compensation in relation to SPARC projects will be in compliance with the Federal Office of Management and Budget regulations.

- F. Approval requirements for supplemental or overload compensation for faculty members are as follows:
 - i. Approval chain for work related to the faculty member's department or program:
 - Chair or program director,
 - Dean or executive of unit,
 - Provost's Office

 - ii. Approval chain for work outside the faculty member's department or program:
 - Chair or program director of work area or unit (initiator)
 - Chair or program director of faculty member's department or program
 - Dean or executive of work area or unit
 - Dean or executive of faculty member's department or program
 - Provost's Office

 - iii. If any portion of the employee's total annual compensation is to be paid from sponsored research, contracts, or grants, then prior approval for supplemental/overload compensation related to SPARC projects must be reviewed by the SPARC Office to ensure compliance with Federal Office of Management and Budget regulations.