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**SUBJECT: SUPPLEMENTAL AND OVERLOAD COMPENSATION FOR STAFF  
AND NON-ACADEMIC ADMINISTRATORS**

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**I. PURPOSE:**

To outline the University's policy toward supplemental and overload compensation above base salary and base appointment, paid from funds administered by the University, to staff and non-academic administrators whose primary responsibility is not teaching but providing administrative functions.

**II. REFERENCE:**

- A. Southern Utah University Policies and Procedures:
1. 6.27: Faculty Workload
  2. 6.35: Faculty Preparations
  3. 6.9: Supplemental and Overload Compensation to Faculty and Academic Administrators
  4. 6.9.1: Faculty and Academic Administrator Consultation and External Employment
  5. 8.1: Classified Staff Personnel System
  6. 8.3.7: Consulting and External Employment Activities
  7. 8.5.1: Overtime (non-exempt personnel)
- B. Other References
1. Utah Public Officers' and Employees Ethics Act, Title 67 Chapter 16
  2. OMB Circular A-21, section J.10 Compensation for Personal Services

**III. DEFINITIONS:**

- A. Base Salary – Compensation approved in advance as the amount payable from funds administered by the University. This includes all salaries paid to the employee as designated in the regular University appointment, exclusive of all overload, supplemental, overtime, etc.
- B. Exempt Employee – An individual who is not eligible for overtime compensation under the Fair Labor Standards Act.
- C. Full Time - An employment relationship, applicable to staff and non-academic administrators which requires a commitment of 100% of the individual's normal and expected working time and effort while under base appointment.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 8.3.8**  
**Date Approved: 12/2/15**  
**Date Amended: N/A**  
**Reviewed w/no Changes: N/A**  
**Office of Responsibility: Human Resources**  
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- D. Funds Administered by the University – All funds, whether restricted or unrestricted, for which the University has a fiduciary responsibility including state appropriations and tuition (generally referred to as E&G Funds), mineral lease funds, federal appropriations, income generated by all University departments, operations, and non-contract auxiliaries, and funds from gifts, grants, and contracts.
- E. ICH – An ICH is defined as an Instructional Credit Hour, which is derived from a calculation based on the course type, contact hours, and number of credits of a course as outlined in Policy 6.27 *Faculty Workload*.
- F. Non-exempt Employee – An individual who is eligible for overtime compensation under the Fair Labor Standards Act.
- G. 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.
- H. Separately Designated Assignments – when an employee is performing additional responsibilities outside of their department or primary job expectations.
- I. Sponsored Research, Contract or Grant – 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 a specified research or training project or program. These arrangements are managed through the Sponsored programs, Agreements, Research, and Contracts Office (SPARC).
- J. Staff and Non-academic Administrators – Non-faculty University employees currently holding a benefit eligible position. This includes classified staff, management personnel, and executives as defined by University Policy 8.1, *Classified Staff Personnel System*.
- K. Supplemental Compensation – The amount of other compensation an employee can receive in addition to their Base Salary within a fiscal year. This compensation only applies to benefit eligible employees who 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.



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**IV. POLICY:**

- A. Supplemental or overload compensation payable from funds administered by the University is permitted only under the conditions specified herein.
- B. All supplemental or overload compensation will be paid from the University's payroll system, subject to applicable withholding and deductions.
- C. If any portion of an employee's total annual compensation is to be paid from sponsored research, sponsored contracts, or grants, prior approval for supplemental/overload compensation must be received by SPARC, which will review to ensure the following conditions are met:
  - 1. Compensation is paid in proportion to the time and effort expended on each assignment, at the same rate for each assignment.
  - 2. Compensation is paid in compliance with the Federal Office of Management and Budget regulations and sponsored program award.
- D. Staff and non-academic administrators in non-benefitted positions are not eligible for supplemental or overload compensation.
- E. Teaching – Staff and non-academic administrators must receive approval prior to providing services on separately designated teaching assignments for supplemental or overload compensation according to the following:
  - 1. Approval by the employee's immediate supervisor and the President or President's designee.
  - 2. Approval by the direct supervisor or Dean of the separately designated teaching assignment and the Provost.
  - 3. Teaching is limited to up to 3 ICH's per semester, unless course ICH exceed 3, in which case, individuals are limited to one course per semester not to exceed 6 ICH. (When labs tied to the primary teaching responsibility are itemized as a separate course, the instructional course and lab shall be considered one course for purposes of this policy.)
    - i. Exceptions to the ICH limitation, which should be rare, may only be approved by the President, or President's designee.
    - ii. Exceptions to teaching loads may also be negotiated through or identified within hiring contracts.



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4. Approval for teaching supplemental or overload compensation must be provided prior to publication of the academic class schedule for any given term to ensure adequate instructors for published courses. Exceptions to this timeline may only be granted by the President, or President's designee.
- F. Non-Teaching – Staff and non-academic administrators must receive approval prior to providing services on separately designated non-teaching assignments for supplemental or overload compensation according to the following:
1. Approval by the employee's immediate supervisor and the President or President's designee.
  2. Approval by the direct supervisor or Vice President of the separately designated non-teaching assignment.
  3. Employee shall only perform duties or tasks specified within the separately designated assignment.
- G. Regular work time shall be maintained through the following principles:
1. Separately designated assignments tied to supplemental and overload compensation shall not interfere with fulfilling employee's primary job description duties.
  2. Except for responding to minimal student queries and teaching during regular working hours, no course or lecture preparation, grading of assignments, or other teaching related duties should be conducted during regular working hours.
  3. Hours worked teaching or providing services on separately designated assignments during regular working hours must be made up in the same week.
  4. No duties or responsibilities tied to the separately designated assignment shall be delegated to co-workers, administrative assistants, or individuals over whom the employee may have supervisory responsibility.
- H. Non-exempt staff members will be compensated for supplemental or overload work based on Federal wage and overtime law and University policy 8.5.1, *Overtime (Non-exempt Personnel)*. Due to additional costs tied to overtime payments, these arrangements should be kept to a minimum.