

OVERLOADS

PURPOSE AND GOAL

It is Langston University's goal to provide an overload policy that covers full-time exempt staff employees. Non-faculty exempt staff may only receive adjunct faculty pay and/or pay through grants and contracts (federal/state), in an overload capacity (for payments in addition to appointed pay) subject to a Time Sheet/Time Record that reflects workweek adjustment(s) and actual hours worked. Non-exempt (FLSA) staff employees of the University shall receive pay, in an overload capacity, subject to an approved time sheet that reflects actual hours worked based on procedures outlined in this policy and provisions of the Federal Fair Labor Standards Act (FLSA)

SCOPE

This policy applies to full-time exempt and non-exempt (FLSA) staff employees on the Langston (main), Oklahoma City, and Tulsa campuses.

RESPONSIBILITY

The interpretation and administration of this policy is the responsibility of Langston University's Office of Human Resources.

POLICY

The following will be followed in administration of overloads.

- A. Full-time exempt staff must reflect all overload assignments on the employee time sheet(s). While Staff employees may be employed for an overload, they cannot work the overload during regular work hours; 8:00 a.m. to 5:00 p.m. Overloads can be worked before or after regular work hours.
- B. A full-time exempt staff employee can only teach, in an adjunct capacity, a maximum of six (6) credit hours (Cap) per semester term (fall, spring, and/or summer terms).
- C. Full-time exempt employees would be paid according to the current or approved adjunct salary schedule.
- D. Full-time exempt employees may only teach, in an adjunct capacity, by having an earned master's degree or higher from an accredited college or university. They can only teach in the discipline where the Master's Degree is earned.
- E. Full-time exempt staff employees may teach (adjunct capacity) and conduct teaching-related activities (labs, etc) outside normal working hours

(normal working hours are 8:00 a.m. to 5:00 p.m.). The actual teaching overload hours must be reflected on the employee time sheet(s).

- F. An overload request (adjunct or non-adjunct capacity) is completed on the Employee Status Requisition, and should be signed and approved by all areas impacted by the overload, including management of employee's primary position. The employee's primary manager/executive officer has the ultimate approval/authority, in order to determine the employee's primary function at the University will not be adversely impacted by the additional appointment.
- G. No overload request (non-adjunct capacity) will be approved if the job grade (pay grade) of the overload position unrealistically exceeds the employee's existing job grade.

Example: An Administrative Assistant will not be granted an overload request as

- H. Deans and department chairs are exempt from overload consideration, unless they currently teach a minimum of six (6) credit hours along with their administrative responsibilities.
- I. No lump sums and/or retroactive remuneration will be authorized or approved under this policy.
- J. Overload payments (non-teaching capacity) will be made based upon the hourly wage approved in the Employee Status Requisition and the time reported upon the employee time sheet for the overload.
- K. Twelve (12) month positions identified in grant & contracts/overload program budgets must be posted through the Office of Human Resources.
- L. The Employee Status Requisition should indicate the job title related to the overload position, and should reflect the appropriate hourly wage associated with the job title, as well as, a maximum amount of funds available to be paid relative to the overload.

The hourly wage must be within the approved job grade range for the overload position. When grants and/or contract funds run out, the salary or wage reverts back to the original amount of remuneration.
- M. An Employee time sheet, specifically for the overload, will be required to be submitted for approval before forwarding to the Office of Human Resources along with regular time sheets. Attached to the time sheet will be a summary of all duties performed supporting that time sheet.

The Langston University Overload Policy and related procedures are designed to operate in consonance with provisions of the Federal Fair Labor Standards Act (FLSA) and its regulations in accordance with the policy of the State of Oklahoma.