

**SECTION: Human Resources and Risk Management**

**SUBJECT: Special Assignments/Overloads**

**ISSUED BY:** Human Resources  
**REPLACES:** New  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** Spring 2003

### **SPECIAL ASSIGNMENTS/OVERLOADS**

A special assignment or overload is taking on another job in the institution for which the employee will receive additional compensation. Examples include a faculty member teaching an additional course, a staff employee teaching a course, or an employee taking on a part-time coaching responsibility. These activities should not interfere with the fundamental responsibility of the individual to meet regularly assigned duties. Employees engaged in these activities should avoid basic conflict of interest situations.

If the employee wants to receive additional compensation for the special assignment/overload the following criteria must apply:

- Fall outside the scope of the employee's job description or contract
- The assignment serves the best interest of the institution
- The assignment occurs outside the organizational unit (department) in which the employee is regularly assigned.
- Be approved by the executive officers and supervisors of both areas
- Be reviewed by Human Resources

### **Compensation**

Compensation for each overload position is based on the salary schedule for the particular position involved. Employees' total overload payment shall not exceed 20 % of base salary in a year except under the following conditions:

- (i) Work outside the contractual year (i.e. faculty during the summer)
- (ii) Compensation funded by an outside grant

For the purposes of this policy a year is defined as the Fiscal year (July 1 – June 30). Overload compensation is not considered part of base salary and is not subject to fringe benefits.

Compensation for non-exempt staff will be based on total hours worked. Non-exempt employees are entitled to payment of 1.5 times hourly rate for hours worked in excess of forty in a specific week.

### Teaching

Faculty who teach additional courses must be approved by their department chair and the provost. Staff employees who teach must be approved by both department heads and executive officers as well as meet all other credentialing requirements for teaching (i.e. degrees, submission of transcripts, etc). Staff employee may teach no more than one course per semester. Employees teaching courses as overload or special assignments shall use proper discretion to insure that their primary job responsibilities are satisfied. Staff who teach during regular working hours shall adjust their working hours to make up the time.

### Coaching

Employees who serve in additional capacities in coaching must be approved by both executive officers and supervisors for each position. Additional compensation is made when hours are performed outside of regular work hours.

### Consulting

Asbury College recognizes that exempt employees may enrich the college by appropriate involvement in limited external consulting activity. Personal participation in professionally relevant consulting activities may also enhance the employee's competence in their respective professional or administrative roles.

An employee who is employed on a full-time basis may render professional consulting service in the public interest to an individual association, governmental agency, business, or others. Such consulting activities, however, should not interfere with the fundamental responsibility of the individual to meet regularly assigned duties. Employees engaged in consulting activities are expected to adhere to basic conflict of interest principles. When the employee is compensated by the external organization, consulting shall be done only on vacation leave, weekends, evenings or times when the employee is not expected to be carrying out responsibilities of the position held (i.e., college holidays). Exceptions shall be approved by the President of the College.