

#### **4.08 Overload Payments and Temporary Base Adjustments for Faculty, Academic Staff, and Limited Appointees**

##### **Overload Payments**

Effective July 1, 2013, [Wis. Stat. § 16.417\(2\)\(f\)](#) states that the \$12,000 overload cap does not apply to individuals employed by the UW System *but only with respect to compensation received within the system*. The \$12,000 cap continues to apply for compensation earned by one of our employees at any other state agency, although it does not apply to compensation earned at private organizations. Institutions are encouraged to develop institution specific overload policies within the policy guidance provide below.

The salary received by full-time faculty, academic staff, and limited appointees is considered to be full compensation for all work during the period of appointment. Faculty, Academic Staff and Limited Appointees exempt from the provisions of the Fair Labor Standards Act are expected to expend the total effort necessary to complete their assignments without additional compensation. The chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution, or an individual is asked to assume additional short-term responsibilities.

In general, options such as adjustments in the employee's other duties in order to release time to meet new responsibilities; a temporary base adjustment; or a purchase-of-load arrangement in which funds are transferred into an employee's department or unit as a purchase of institutional time from the department or unit should be considered before overload payments are granted.

However, there are instances in which asking an employee to do more than his/her appointment requires is the only viable alternative and overload compensation is appropriate. There may also be other situations in which the individual is asked to assume, on a temporary basis, different duties and responsibilities within the full time appointment period such that the base salary for performing those functions needs to be examined. (See below for temporary base salary adjustments.)

Generally, overload payments may be made where (1) with the consent of the employee, substantial additional work requirements are added to the existing duties of a full-time employee creating a workload in excess of 100% of the employee's time and the performance of these additional duties is unusual, short-time or nonrecurring in nature or (2) a full-time employee of one UW System institution accepts an institution-approved part-time appointment to perform duties at another UW System institution in addition to his/her full-time position (Financial Administration: [Inter-institutional Financial Transactions \(F-18\)](#) details the procedures for payment between institutions). If a staff member is not full-time, additional compensation is not considered an overload.

Overload payments must be approved, in advance, by the chancellor or designee. Overload compensation may not exceed the higher of 20 percent of the employee's base appointment salary or \$18,000, unless the chancellor or designee determines that good cause exists to exceed this threshold and issues an exception in writing.

##### **Temporary Base Salary Adjustments:**

Temporary base salary adjustments should be utilized in cases where an employee is appointed in an acting or interim capacity, or to assume temporary responsibilities. These adjustments do not constitute overload payments. The level of the base salary adjustment appropriate for the new assignment is determined pursuant to UPG 4.04(7).