Oklahoma State University Policy and Procedures

POLICY TO GOVERN OVERLOAD PAY: Proposed Draft by Workload Task Force

Overload pay is direct monetary compensation paid by the university to an individual for activities in excess of the full-time assignment as defined in the OSU Workload Guidelines. Overload pay may apply to overload assignments in teaching and outreach activities.

(1) Policy applies to full-time faculty members, academic staff, and academic administrators.

(2) Overload pay assignments require prior written approval by the unit head (department chair, director...) and the dean.

(3) Approval may be granted for overload pay assignment when the following conditions are met:

   a) The faculty member, academic staff member, or academic administrator is fulfilling the requirement of the full-time assignment in a satisfactory manner.

   b) The unit head determines that overload work assignment is necessary, it constitutes a substantial increase in regular workload, it cannot be handled reasonably through other mechanisms (e.g. subsequent release time), and it will not adversely affect the individual’s performance of his/her regular duties.

   c) Appropriate Overload Pay form is filed.

(4) Approval of the Provost and the OSU Board of Regents is required for overload pay when total compensation exceeds 13 months of salary. In cases when advanced approval of the OSU Board of Regents is not possible, the Provost will inform the Board of his approval.