

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

Page 1 of 2

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**TITLE:** Overload Compensation for Staff and Administrative Employees

**POLICY NUMBER:**

**EFFECTIVE DATE:** 07-01-2009

**REVISION DATE:**

**ACCREDITATION STANDARDS:**

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**POLICY:**

Staff and administrative personnel may receive additional compensation from Southeastern University for a teaching overload of up to six credit hours per semester during the regular fall and spring terms. Overload of up to six credit hours may be permitted during the summer provided there is no overlap with classes taught during that time or overlap with the fall and spring terms. Time dedicated to preparation for or actual classroom/online instruction must not fall during the regular scheduled working hours without the written permission of the employee's supervisor and appropriate vice president. It is the intent of this policy that the employee be committed to teach only one class at a time.

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**PURPOSE:**

To provide guidelines for the approval and payment of overload compensation to staff and administrative employees.

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**SCOPE:**

The policy applies to all staff and administrative employees of Southeastern University.

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**DEFINITIONS:**

Teaching Overload Compensation: compensation paid to staff and administrative employees by the university for regularly scheduled classroom and/or online instruction.

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**FORMS AND APPLICABLE DOCUMENTS:**

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**PROCEDURES:**

When a staff or administrative employee is offered the opportunity to perform in an overload capacity, the employee should submit a written request to the immediate supervisor. The written request must include: (1) the description and delivery method of the class to be taught; (2) the scheduled dates, times and duration of the classes and (3) confirmation that there is no overlap in overload assignments. If the supervisor agrees that the employee's normal duties will not be compromised as a result of the proposed overload, the supervisor may grant approval. If the overload duties are to be performed during the employee's regular work time, the employee will work additional time to accomplish regular duties missed as a result of the overload. The additional scheduled time must be approved by the supervisor.

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**APPROVAL:**

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Page 2 of 2

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**DISTRIBUTION:** To be distributed to faculty, staff, and administrative employees and published on Faculty/Staff Intranet

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