



# UNIVERSITY OF MARYLAND

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**Date:** March 14, 2001  
**To:** Administrative Council  
**From:** Thomas A. Fretz  
**Subject:** Overload Payments

There has been a great deal of confusion lately regarding the overload issue, and I want to remind you again of the criteria and procedures pertaining to overload. This information should also be shared with your business managers so that they can advise you or faculty when the subject arises.

## **Criteria:**

- Employee must be working 100% time;
- Project/work cannot be part of regular duties;
- Overload is for a specific time period and specific amount of money;
- Request must be submitted in advance of overload period;
- Period of time is arranged so that it doesn't interfere with person's regular duties;
- Individual has permission of supervisor to work on an overload basis.

## **Procedures:**

- Written permission of employee's supervisor must be obtained;
- Requests for paid participation by faculty, staff in non-credit and administrative activities are routed to the Dean of the respective college for approval. Requests for Exempt employees must also be routed through the Dean's office and to the Director of Personnel Services for approval;
- Overload requests for credit instruction are routed through the Dean for endorsement and through Academic Affairs for approval for faculty;
- To be considered, all overload requests should be in memo form and must include:
  - Statement/description of overload (if the overload is for teaching a course, list course name and number);
  - Include a specific beginning and end date of project;
  - Amount of compensation to be received (this can be a negotiated flat rate or a hourly rate not to exceed a specific amount of money or hours);
  - Following statement must be included:

“Overload is not part of Mr./Mrs./Dr.’s regular duties. The project will be arranged at times that do not interfere with his/her regular duties. The arrangement has the permission of his/her supervisor.”

- Signature endorsement from: requester, supervisor, chair, and dean.

I request that you obtain permission in advance of overload period.

TAF/eb