University of Hawaii at Manoa
Office of the Chancellor
Hawaii Hall 105 • 2500 Campus Road

MEMORANDUM

To: Deans, Directors and Department Chairpersons

From: Jane Fellmeth
Assistant Vice Chancellor for Faculty Affairs

Subject: GUIDE TO THE OVERLOAD REGULATIONS AT UHM (Revised)

September 30, 1983

1. INTRODUCTION

The overload regulations at UHM are governed by Article XIX, Section E. of the University of Hawaii/University of Hawaii Professional Assembly contract. This document is a guide to the interpretation of these regulations and is the basis for decisions made by the Manoa Chancellor's office on the granting of overload requests.

A. The four time periods

The easiest way to understand the regulations is to assume that the calendar year is divided into four time periods for overload considerations.

1. Academic year (the nine calendar months prior to spring commencement): daytime duty period

2. Academic year: evening overload period

3. Summer (the three months starting after commencement and ending the day before the start of the next academic year): daytime overload period

4. Summer: evening overload period

B. On-duty, off-duty and vacation period

For the purposes of overload consideration, on-duty, off-duty, and vacation periods depend upon the particular classification of faculty members.

A distinction is made between Instructional faculty and faculty in the R, S, and A classifications. Instructional (I) faculty (whether 9- or 11-month appointees) do not earn vacation credit. The duty period for 9-month I faculty is the academic year. The "off-duty" period is the summer. The duty period for 11-month I faculty is the academic year plus the summer, except for one month during the summer during which they may be off-duty.
The duty period for faculty in the R, S, and A classifications extends throughout the year except during periods of authorized vacation. Such faculty earn vacation credit in accordance with University regulations. Vacation for these classifications may be taken at any time during the calendar year by arrangement with the appropriate supervisor.

Overload and outside employment

Overload is any activity paid for through the University overload payroll. Outside employment is any activity including consulting, contract and private employment for which payment is made directly to the faculty member other than through the University payroll.

Two rules

1. Federal regulations prohibit the supplementation of faculty salaries from federal grants or contracts during the duty period unless the agency has specifically agreed otherwise in writing.

2. No faculty member may be paid from any University payroll more than once on a full time basis for the same period of time.

2. PERMITTED OVERLOADS

A. Academic year, daytime duty period

Overload payment is not permitted for any activity during this period except for:

1. Credit by examination
2. Teaching authorized courses at neighbor island community colleges, or at Hilo College, providing the following restrictions are met, namely:
   a. The services required cannot readily be found outside UHM.
   b. It is clearly shown that the teaching done on overload is additional to and not part of the faculty member's regular workload.
   c. If the faculty member is in the I (Instructional) classification he or she must be carrying a teaching load of at least nine credit hours or equivalent.
   d. The faculty member must have the approval in writing of his department chairperson and dean.

B. Academic year, evening overload period

Overload payment is permitted only for:

1. Teaching in courses offered through the College of Continuing Education. A maximum of six credits of teaching may be paid for at contract negotiated rates during the academic year. However, there is a restriction on this amount, depending upon the number of credits of instruction that the faculty member may be enrolled for as a student. Faculty may take instruction for credit up to six credit hours a year
or teach up to six credits on an overload basis or a combination of both provided the combined total does not exceed six credit hours in any one semester and nine credit hours for the academic year.

Instructional faculty must be teaching at least 9 credits during the semester in which any overload teaching is requested (6 credits for department chairpersons). In accordance with the contract the University determines equivalences for nine credits of teaching. So far no equivalences have been authorized other than a reduction of teaching load for department chairpersons.


3. Consulting for the Research Corporation of the University of Hawaii, provided that:

   a. The services required cannot readily be found outside the University.
   b. The RCUH grant from which faculty reimbursement is made is acquired and administered independently of the University of Hawaii at Manoa.
   c. It is clearly shown that the work done on overload is additional to and not part of the faculty member's regular workload.
   d. The consulting arrangement is specifically provided for either in the contract or grant proposal, or approved in writing by the sponsoring agency.
   e. If the faculty member is in the I (Instructional) classification he or she must be carrying a normal teaching load, defined as 9 credit hours or equivalent.

4. Certain other non-instructional activities funded from other than General Funds, with prior approval of the Chancellor.

C. Summer period, daytime overload period

1. Faculty in the instructional classification on a 9-month appointment may teach in summer session, or earn compensation for services on a grant, or contract, or for other services to the University such as serving as department chairperson or acting department chairperson, developing curricula, or engaging in any similar instructional-related activity.

   Faculty in this classification may do any combination of activities during the summer, provided that not more than one activity is compensated for in any one period of time. Thus, faculty choosing to teach courses offered through summer session are paid for the six weeks (or other calendar time period) that the session occupies and may not receive overload compensation from other sources during this daytime overload period. Payment for summer session teaching is in accordance with rates negotiated in the faculty contract. Payment for other activities is dependent upon the rate negotiated in the particular grant or contract, or for the particular activity, but may not exceed a total prorated on the basis of one-ninth of the individual's academic year salary for each month of overload activity.

2. Faculty in the instructional classification on an 11-month appointment may teach in the summer session during the summer daytime overload
period or be compensated for other activities, but not for a combination of both. Faculty opting to teach summer session are considered to be using their off-duty period at the rate of 2-1/2 days for each credit hour of summer teaching. Faculty receiving compensation from grants or contracts, or from other University sources may not exceed a total prorated on the basis of one-eleventh of their annual salary for each month of overload activity.

3. Faculty in the R, S, and A classifications may be paid for their services during authorized vacation. If they choose to participate in grant or contract activities, or to be paid for other services to the University, the overload remuneration will not exceed a total prorated on the basis of one-twelfth of their annual salary for each month of overload activity. Note: Faculty in these classifications may also be paid overload for grant or contract activities, or other services to the University throughout the calendar year when on duty authorized vacation, with the same restriction on rate of pay. However, in the case of federal grants or contracts prior authorization must be obtained from the appropriate federal agency before such overload will be permitted.

Summer period evening/weekend overload period

Faculty in all classifications may receive compensation for courses offered through the College of Continuing Education and Community Service. No restraints are placed on this source of compensation, other than those deemed necessary by the Dean of the College of Continuing Education and Community Service to ensure that faculty are able to meet all their commitments.

For purposes of determining whether the CCECS course is a summer or an academic year course the following rule is applied: Academic year CCECS courses are those commencing within the time period of the academic year, summer CCECS courses are those commencing on or after 1 May.

3. OVERLOAD APPLICATION

Overload activities must be authorized before they are undertaken. Payment will not be made for activities commenced and then subsequently found not to comply with the overload regulations. A copy of the appropriate form (see attachment) must be completed by the faculty member and attached to the Standard Form 6 which is the appropriate request for payment form. THE FACULTY MEMBER IS RESPONSIBLE FOR DECLARING ALL SOURCES OF OVERLOAD COMPENSATION, INCLUDING PAYMENTS FROM OTHER PARTS OF THE UNIVERSITY SYSTEM (COMMUNITY COLLEGES, RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII, etc.). The overload form is considered to be both an application and disclosure form, and authorization to undertake the requested overload is based on the information contained in the application.

A statement specifying reduction in the off-duty period of 2-1/2 days per credit hour must accompany the Standard Form 6 for Instructional faculty on 11-month appointments who are employed by Summer Session.
C. Vacation slips must accompany the Standard Form 6 for R, S, and A faculty who wish to teach in the summer session.

4. OVERLOAD FOR PART-TIME EMPLOYEES

Faculty employed less than full-time may be employed for other activities at any time. While the extra remuneration may be paid through Standard Form 6 these activities are not deemed overload for the purposes of these instructions until the faculty member's employment is considered full-time. At this point the overload regulations described above become applicable.

Attachment