Guidelines for use of overload, additional pay and summer positions
Effective July 1, 2003
Revised for URG’s September 30, 2004

Faculty Overload
- Position number: 07xxx
- Description: faculty teaching (credit-generating) over 100% of the faculty member’s regular appointment; summer, fall and spring.
- Dates: any
- Fund: any except Income Fund (04-) URG’s are the exception to the rule; they are fund 04-
- Earning type: FOL
- FTE: Yes

Non-faculty teaching overloads
- Position number: NTT position
- Description: teaching a credit-generating class
- Dates: any, whether or not regular contract is in effect
- Fund: any
- Earnings type: FEP
- FTE: Yes

Additional Pay
- Position number: 71xxx
- Descriptions
  - Grant administrators: Earnings type: FAI
    With external funding, tenured faculty, probationary tenure track faculty and administrative professional employees may receive up to 40-percent of their annual salary with approval of the Department/unit Head and the Deans/vice Presidents. This increment must be listed in the grant budget as such and approved the by the agency.
  - All others: Earnings type: FEP
    Extra pay is provided for academic services rendered on an irregular or one-time appointment; e.g., special project, workshop, after school program, public service program, or grant consultant, and applies to all tenured faculty, probationary tenure track faculty, and administrative professional employees.
- Dates: any
- Fund: any except Income Fund (04-) URG’s are the exception to the rule; they are fund 04-
- FTE: No

Administrative Increment
- Position number: employee’s “regular” position
- Description: A temporary salary increase for employees who are assigned additional duties or duties of a higher level.
- Dates: any; within range of current appointment
- Fund: any
- Earnings type: FAI
- FTE: No

Summer
- Position number: 8xxxx
- Description: all faculty summer appointments related to the role of faculty; whether or not the activity generates credit.
- Dates: 5/16-6/30 and 7/1-8/15
- Fund: Income Fund (04-), Restricted (05-), Foundation (50-) and Agency (51-)
- Earning type: FRG
- FTE: Yes