

Executive Memorandum No. 19

Overload Assignments

All overload assignments for Academic-Administrative personnel at the University of Nebraska are subject to the approval of the appropriate departmental chairperson or other supervisor, dean or director, and campus administrative officer. Any administrative unit that plans to employ a full-time staff member from another administrative unit on an overload basis must first obtain the approval of the staff member's departmental chairperson or other supervisor, and dean or director before making a commitment to the staff member.

Overload assignments shall be limited as provided by guidelines developed by each Chancellor, and no overload assignment shall provide income in excess of twenty percent (20%) of the staff member's base salary (except for summer teaching and summer research appointments for academic-year staff) without the prior written approval of the President

University personnel at the level of director and above (but not including departmental chairpersons) are not eligible to receive additional compensation for overload assignments, without prior written approval by the President.

The forgoing policy is subject to any additional requirements or limitations set forth in the collective bargaining agreement between the Board of Regents and the University of Nebraska at Omaha Chapter of the American Association of University Professors or the collective bargaining agreement between the Board of Regents and the University of Nebraska at Kearney Education Association with respect to Academic-Administrative personnel covered by said agreements.

This executive memorandum repeals and replaces the former "Policy on Overload Assignments" promulgated by the Vice President for Business and Finance on July 1, 1977 (as printed at AP-43 in the University of Nebraska Policy Manual and Bylaws).

Reference: August 23, 1999