

# Overload Jobs

**Responsible Office:**  
VCU Human Resource Division  
Office of the Provost and Vice  
President for Academic Affairs

---

## POLICY STATEMENT AND PURPOSE

Virginia Commonwealth University (VCU) hires employees on both a full- and part-time basis. Under certain circumstances, an employee may hold an additional job(s) at VCU that is outside of the scope of his/her primary job (referred to as an overload job) and may receive supplemental compensation when **all** of the following criteria have been met:

- In specific circumstances when the intended task is clearly outside normal responsibilities of the primary job,
- It is in the University's best interest to do so,
- The individual is qualified to perform the additional duties,
- The intended task is in compliance with the Fair Labor Standards Act (FLSA), Effort Reporting and
- The required approvals have been obtained.

This policy defines how VCU employees holding overload jobs at the University are compensated for their work.

---

## WHO SHOULD READ THIS POLICY

All faculty and staff should read this policy.

---

## RELATED DOCUMENTS

VCU Overload Job Request Form - Faculty Employee  
VCU Faculty Salary Administration Guidelines  
VCU Human Resources Overtime Guidelines  
VCU Outside Professional Activity and Employment, Research, and Continuing Education Policy  
VCU Wage (Hourly) Employment Policy

Initial Policy Approved: 12/1/93

Revision History: 8/1/98

11/1/00

1/1/04

11/1/06

11/1/07

Last Revised 4/1/08

---

## CONTACTS

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy for faculty appointments including full-time, part-time, and adjunct faculty. VCU Human Resources officially interprets this policy for all other employee types. Policy questions should be addressed to the applicable office.

VCU Human Resources, in consultation with the Office of the Provost and Vice President for Academic Affairs, will revise or eliminate any or all parts of this policy as necessary to meet the changing needs of Virginia Commonwealth University.

---

## DEFINITIONS

### **Academic Year**

August 16 through May 15

### **Full Time Equivalent (FTE)**

FTE is expressed in terms of the level of full-time support in a given position. Every full-time position is considered 1.00 FTE.

### **Overload Jobs**

Overload jobs are additional assignments where the duties are clearly outside of the regular job responsibilities of the employee's primary job.

### **Primary Jobs**

When an employee holds multiple jobs at the University and one of the jobs is salaried, the salaried position is considered the employee's primary job. Otherwise, the primary job is the job that was accepted first. When an employee holds multiple jobs at the University and all are adjunct faculty appointments, the primary job is the one with the greatest FTE.

---

## PROCEDURES

Generally, overload jobs are not allowed between VCU and the VCU Health System (VCUHS). Human Resources will consult with departments when such situations occur.

### **Types of Overload Jobs Based on Primary Job and Employee Type**

#### ***Classified, Hourly and Student Employees:***

An exempt classified employee can be employed in an overload job as hourly or adjunct faculty. A non-exempt classified employee may only be employed in an overload job as hourly. An hourly employee may hold another hourly job. A student employee may hold another student position or an hourly job.

The supervisor of the primary job must concur with the appointment to the overload job to ensure there is no conflict between the two positions and that the employee's effectiveness in the primary job will not be diminished. Employment in overload jobs also depends upon available funding.

Overload jobs cannot be used for performing the same duties as the primary job when there is the same supervisor, work location, customers, and work titles. In such cases, all of the work hours would be included in the primary job.

Generally, classified, hourly, and student employees cannot be denied the ability to obtain additional employment outside of VCU. Managers can require that there be no conflict between the jobs and that the employee's effectiveness in the VCU job not be jeopardized.

#### ***Graduate Assistant, Work-Study Student Employees, and Employees on Certain Visas:***

Graduate assistants cannot have more than one job without the approval of their program director. Work-study student employees cannot have more than one work-study job without the approval of the Office of Financial Aid. Employees on certain visas cannot have more than one job without the approval of the Office of International Education.

### ***Faculty Employees:***

Generally, a faculty member cannot hold an overload job (secondary assignment) at VCU. Faculty with primary appointments supported by grant/contract funding are not permitted to have overload jobs regardless of the source of additional funding. The only exception is where the overload job has been specifically documented in the grant or contract award or approved in writing by the sponsoring agency.

Nine- and 10-month Faculty: Teaching/Research and Administrative/Professional faculty in 9- or 10-month appointments are not routinely permitted to hold overload jobs during the course of the academic year. Nine-/10-month faculty are permitted to have summer appointments. The total compensation for all the overload jobs during the academic year and summer may not exceed 33.33% of the faculty member's 9/10-month contractual salary.

Twelve-month Faculty: Teaching/Research and Administrative/Professional faculty in 12-month appointments are not routinely permitted to hold overload jobs.

Adjunct Faculty: Employees holding primary appointments as adjunct faculty engaged in instruction are permitted to accept overload jobs until the cumulative FTE of all jobs is .50 in any given semester. This .50 FTE limitation is based on an adjunct faculty member teaching five three-credit courses in any given semester. Adjunct faculty holding primary appointments that are functionally administrative and exceed .50 FTE are not routinely permitted to hold overload jobs.

All requests for faculty overload assignments must be made in writing by the hiring department head to the faculty member's primary supervisor. The primary supervisor must certify that the work performed in the overload job is not a part of the faculty member's primary responsibilities and that the amount to be earned through all overload jobs does not exceed 33.33% of the primary job's contractual salary. Subsequent approval must be obtained from the faculty member's primary Director/Department Head/Chair, Dean and Vice President.

Within strict limits set forth in the VCU policy concerning Outside Professional Activities and Employment, Research, and Continuing Education, the University allows faculty to participate in outside employment and paid consultation.

### **Type of Overload Job - Compensation and Reporting of Hours**

#### ***Wage (Hourly) Overload Jobs:***

The recruitment and compensation of hourly positions must comply with VCU Wage (Hourly) Employment policy. The rate of pay for the overload job is determined using the starting pay policy and considering applicable pay factors. If an overload job is in the same pay band as the employee's primary job, the employee generally will be offered the equivalent hourly rate unless precluded by funding restrictions.

All overload job hours worked by classified, student, or hourly employees must be reported and paid in accordance with current payroll procedures and the Fair Labor Standards Act (FLSA). Overtime payment is typically dependent on the FLSA status of the primary job. (The workweek established for the institution is Sunday through Saturday.)

#### ***Adjunct Faculty Overload Jobs:***

Adjunct faculty appointments must be consistent with applicable University policies and procedures.

Non-exempt classified cannot be hired in an overload adjunct faculty position. Human Resources will consult with departments when departments want such employees to perform academic instruction.