

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM #2149 April 1997

**SUBJECT: OVERLOAD FOR EXECUTIVE/MANAGERIAL
PERSONNEL**

A. REFERENCES:

1. Board of Regents Bylaws and Policies (BORP)
 - a. Section 9-14, *Executive/Managerial Personnel Policies, J, Other Conditions of Service,*
 - b. Section 9-7, *Outside Employment*
2. BU 07 1995 - 1999 *Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i, Article XX, Salaries, Section E., Overload, paragraph 5.*
3. BU 08 1993 - 1995 Agreement, Article 22, *Overload, paragraph 4.a.*
(It should be noted that the University and the HGEA have tentatively agreed upon new language in this area that would allow 9- and 11-month APTs to teach a maximum of 12 credits per year, not to exceed one course at any given time.

B. PURPOSE:

To promulgate guidelines and procedures for processing requests for approval of overload activities from Executive/Managerial (E/M) personnel.

C. RESPONSIBILITIES:

1. Senior Vice President and Chancellor for Community Colleges (hereinafter Chancellor)
 - a. Establishes guidelines and procedures for the approval of overloads for E/M personnel within the Community Colleges. The guidelines insure compliance with current policy and provide additional parameters to insure the fair and consistent treatment of E/M personnel within the Community College System.
 - b. Approves any request for exceptions to these guidelines and procedures.

2. Provost/Director of ETC

- a. Reviews and approves all requests for overload from AM@ employees at their campuses. Such approvals will be in accordance with established guidelines and procedures.
- b. Provides the following information to the Chancellor on December 15 of each year.

A summary of the overload activity for the E/M employee covering the previous 2-year period. The summary should include:

- 7 dates of overload;
- 7 purpose of overload (description of assignment, e.g. lecturer, and if overload involves teaching indicate courses to teach number of credits, meeting days and times and amount of compensation); and
- 7 if overload was done during normal working hours, indicate whether the employee was placed on unpaid leave or used vacation time.

D. Guidelines and Procedures

1. Overload compensation shall not be authorized for extra work in the position to which the employee is appointed.

2. Instructional overload shall be limited to no more than the number of credit hours allowed other 11-month BOR employees (by the collective bargaining contract of the E/M employee=s included 11-month counterparts).
3. Instructional overload shall not exceed one 3-credit course at any given time.
4. If the overload activity is to be performed during normal business hours, the E/M employee shall take paid or unpaid leave from his/her normal position to account for the time missed.
5. The overload activity must not infringe upon or otherwise negatively impact the E/M employee=s ability to perform his/her normal duties.

E. RECISIONS:

None

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and
Chancellor for Community Colleges