Interim Process for Faculty and Staff Salary Adjustments
Vice President for Academic Affairs and Provost
January 13, 2014

Approved VPAA Guidelines as an addendum to the 20% overload policy:

To ensure compliance with UND and NDUS policy the following interim process will be used by the Office of the Provost and VPAA for all faculty and staff salary adjustment requests. Further review of this process will occur during the Spring 2014 semester.

- **For faculty** overload salary adjustment requests:
  - Requests must be received prior to the activity beginning.
  - Overload requests involving teaching must be accompanied by documentation (i.e., contract, appointment letter, letter of understanding) demonstrating that the course being taught is in addition to the individual’s regular departmental workload. Online courses that are part of the individual’s regular workload shall not be submitted as an overload request. Online students that are integrated into the regular class structure shall not be submitted as overload request.
    - All overload requests greater than 20% of the individual’s regular contract salary is prohibited.

- For all requests for **staff temporary salary adjustments**:
  - All temporary salary adjustments must be reviewed and approved by Human Resources prior to the activity beginning.
  - Requests must be consistent with UND and NDUS policies.
  - Requests must demonstrate that the interim position/additional duty is not included within the staff member’s current position description or broadband job classification or family.
  - Temporary salary adjustments will be for a period not less than 30 days and not to exceed five months.

- For all requests for **non-exempt staff overtime**:
  - Overtime must be approved by the employer/supervisor prior to the activity beginning.
  - Overtime is to be submitted on an Hourly Reporting form (hourly employees) or a Salaried Leave and Overtime Reporting form (salaried employees).
  - Requests must be consistent with UND and NDUS overtime policies.

- For all requests for **exempt staff** overloads:
  - All temporary salary adjustments must be reviewed and approved by the appropriate department and routed for approval by the VPAA prior to the activity beginning.
  - Requests must be consistent with UND and NDUS salary adjustment policies.

- The Office of Extended Learning must coordinate online/distance education/correspondence courses with the school/college Deans prior to soliciting the
services of faculty and staff. This will insure a more coordinated effort in evaluating the needs of the school/college and university.