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| POLICY TITLE | Additional Assignments for Full-time Exempt Staff and Executives | Policy Number | 327 |
| Section | Human Resources | Approval Date | June 22, 2017 |
| Subsection | Conditions of Employment | Effective Date | June 22, 2017 |
| Responsible Office | Office of the Vice President of Planning, Budget, and Human Resources | | |

1.0 PURPOSE

Utah Valley University recognizes that some full-time exempt staff and executives may be professionally qualified for an additional compensated assignment within the University, including teaching as adjunct faculty. While exempt employees who have additional assignments are not entitled to the overtime protections of the *Fair Labor Standards Act (FLSA)*, this policy outlines the authorization required for exempt staff and executives to receive an additional compensated assignment.

2.0 REFERENCES

- 2.1 *Fair Labor Standards Act of 1938 (as amended)*
- 2.2 UVU Policy 325 *FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work Hours*
- 2.3 UVU Policy 363 *Supplemental and Adjunct/Overload Pay Methods*
- 2.4 UVU Policy 371 *Corrective Actions and Termination for Staff Employees*

3.0 DEFINITIONS

- 3.1 Extraordinary circumstances:** Peculiar or unusual situations, generally unanticipated or unforeseen, that would have substantial impact on the student educational experience or on key university operations.
- 3.2 Exempt:** A classification of employees who meet the applicable FLSA salary level, salary basis, and duties test of one or more of the executive, administrative, academic administrative, or professional exemptions or they are performing non-manual work and paid a total annual compensation that meets the highly compensated employee exemption.



3.3 Full-time employee: An employee hired into a position in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. A full-time employee is eligible for benefits, including medical insurance.

3.4 Interim assignment: Temporary assignment of higher grade level job responsibilities to a full-time employee for an extended, but temporary, period of time. Interim assignments typically result from a position vacancy.

3.5 Salary basis: Annual base salary, not based on an hourly wage rate, spread equally over 24 pay periods.

4.0 POLICY

4.1 Full-time exempt staff and executives are expected to work as many hours as needed to complete their job duties at a minimum of 40 hours per week in accordance with a work schedule established by the supervisor. Full-time exempt staff and executives are paid on a salary basis and are not entitled to overtime compensation.

4.2 Exempt staff and executives have primary employment and professional responsibility to the University.

4.3 An academically qualified, full-time exempt staff or executive who is selected through the University's hiring process for an adjunct teaching assignment in addition to his or her primary job duties, may only accept such assignment with approval from his or her immediate supervisor, supervisory vice president, and dean of the school/college of the course to be instructed. The employee must be in good standing and not under any formal corrective action (i.e., Written Warning Notice or Final Written Warning Notice).

4.3.1 Full-time exempt staff and executives are limited to one section or up to three credit hours, whichever is greater, adjunct teaching assignment per semester. For Spring Semester 2017 only, a full-time exempt staff or executive may teach an additional section or up to three additional credit hours if pre-approved through the completion of a special exception request by the employee's supervisor and with the approval of the Senior Vice President of Academic Affairs.

4.3.2 Course meeting times and all course preparation should be outside of the employee's normal working hours. If course meeting times occur during the employee's normal working hours, the employee shall receive prior supervisor approval to (a) use his or her scheduled lunch hour or (b) adjust the start or end time of his or her regular work day.

4.3.3 An approved adjunct teaching assignment, including the related work (i.e., class preparation, grading, advising/meeting with students, etc.), may not conflict with or detract,



distract, or divert from the employee's full-time duties, performance of those duties, or the operations of the employee's department.

4.3.4 An approved adjunct teaching assignment must be outside of the scope of the job duties for which the employee receives base pay. Full-time exempt staff and executives with an approved adjunct teaching assignment will be compensated in accordance with UVU's adjunct pay rate and pay dates.

4.4 Full-time exempt staff and executives selected for an interim assignment may receive additional compensation for the successful performance of higher level responsibilities.

4.4.1 Interim assignments must be for an extended period of time, typically greater than two months, and are temporary in nature, generally less than twelve months.

4.4.2 The employee selected for the interim assignment must assume at least 60 percent of the job responsibilities and meet the minimum qualifications of the higher level position.

4.5 Under extraordinary circumstances, a full-time exempt staff or executive may be selected to temporarily (generally no longer than six months) perform additional duties unrelated to his or her job responsibilities and/or outside of his or her department. In consultation with Human Resources and with prior written approval by the employee's supervisor, supervising vice president (or designee), and, as applicable, vice president (or designee) of the division in which the additional duties will be performed, an employee may receive additional compensation for the successful performance of these additional duties.

4.6 The University may discipline any employee who violates this policy, up to and including termination of employment from the University. Supervisors who direct or permit an employee to violate this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 PROCEDURES

5.1 A full-time exempt staff employee or executive who is selected through the University's hiring process is responsible for obtaining prior approval for an adjunct teaching assignment by completing the *Overload Assignment Authorization Form*. If prior approval is not obtained, the employee will not be eligible for an adjunct teaching assignment during the following semester.

5.2 Supervisors, in consultation with Human Resources, outline in writing the responsibilities of an interim assignment, including the expected term of the assignment and interim assignment compensation (paid as a stipend or lump sum). This document must be approved by the supervising vice president or designee prior to the interim assignment offer.



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5.3 Supervisors, in consultation with Human Resources, outline in writing the responsibilities of an extraordinary circumstances assignment, including the expected term of the assignment and compensation (paid as a lump sum or stipend). This document must be approved by the supervising vice president or designee prior to the extraordinary circumstances assignment offer.

| POLICY HISTORY | | |
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| June 22, 2017 | Revised Regular policy approved. | UVU Board of Trustees |
| December 1, 2016 | Temporary Emergency policy approved. Title changed to: <i>Additional Assignments for Full-time Exempt Staff and Executives</i> | UVU Board of Trustees |
| March 14, 1994 | Policy 327 <i>Overload for Exempt, Non-Faculty Employees</i> approved. | |