Created: August 23, 2022 Revised: February 11, 2025

**PURPOSE**

The purpose of these guidelines is to provide guiding principles for staff overloads involving additional duties that result in a temporary pay increase. This increase must comply with university compensation principles, ensure transparency, and promote equity and consistency throughout the college. Overload pay is intended for short-term arrangements and should not be used as a long-term compensation strategy. EHE overload arrangements should not exceed 90 days and should not surpass 10 percent of the employee’s base salary.

**These Guidelines will provide:**

* Criteria for managers to determine the appropriate duration of an overload
* Consistent standards for the amount of additional compensation that can be paid
* Guidance in determining staffing needs and staff augmentation options
* Improved oversight of staff overload spending across the college
* Non-Exempt not eligible for Overload, eligible for Overtime only
* No Retro request will be accepted for overload pay

**This process will be applied consistently with the university’s following policies:**

Policy 3.10,[**Staff Compensation**](https://hr.osu.edu/wp-content/uploads/policy310.pdf)

**DEFINITIONS**

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| **Overload** | Overload refers to significant additional duties and responsibilities assigned to a staff member beyond their primary job responsibilities, as outlined in their current position description. |
| **Overload Durations** | Overloads are to be provided for a maximum of 90 days. After that period, the short-term coverage of duties should either be incorporated into a staff member’s position description or an alternative plan should be implemented to cover the duties.  |
| **Examples of Staff Overloads** | * Taking on a temporary leadership role or managing a project outside the scope of their current position
* Supervising additional staff or overseeing a new team for a short-term period
* Handling extra duties due to a colleague’s absence, leave, or vacancy
* Managing a high-volume event or conference for the department
* Performing specialized duties, such as conducting training sessions or workshops, that are not part of the employee’s regular responsibilities
* Coordinating or managing a major initiative or program that requires more time and effort than the employee’s usual workload
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| **Typically, Overload Pay** | Is between 5% and 10% of the employee’s current base pay. When the employee is covering 50% of the duties of the position, a 5% interim pay would be appropriate. When the employee is covering 100% of the duties of the position, a 10% overload pay would be appropriate. (Which should equate into hours per week). We will need Compensation Department approval regarding any interim pay that exceeds 10% after approved by the Chief Administrative Officer/Dean.  |
| [**HR Action Form**](https://go.osu.edu/ehehractionform) | The DocuSign template is used to obtain prior approval for the funding of the HR request listed above. **Please note that approval of this form does not guarantee final approval for the HR request to be processed.** |

**PROCEDURE**

Once it is determined that a staff overload is needed, the first step—after consulting with your Department HR Consultant (HRC)—is to complete the [HR Action Form via DocuSign](https://apps.docusign.com/send/templates/details/8b9974b1-5455-4e69-8ea1-280bbe7b5456). This will allow you to obtain all required financial approvals from the individuals responsible for reviewing and approving such requests within your department or unit. Since not everyone has access to all documentation in Workday, and documents cannot be attached for all requests, it is essential to track approvals and funding prior to processing to ensure compliance with all policies and procedures.

Staff members must disclose if they are currently receiving an overload from another department. All necessary approvals for the additional work and overload pay must be obtained before the staff member performs the additional duties or receives the overload pay.

**\*\*\*Overload pay does not determine the amount of increase if overload duties are added to an employee’s permanent responsibilities.**

**ROLES AND RESPONSIBILITIES**

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| Role | Responsibilities |
| Manager  | * Meets with their Department HR Consultant (HRC) to identify and discuss the staff overload that needs to be processed.
* Provides justification and details of the request to be included in the completion of the HR Action Form.
* Prepares a strategy to incorporate the overload duties permanently within 90 days to avoid continued overload payments.
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| HRC & HR Business Partner (HRBP) | * HRC sends the overload request to the HRBP for review and approval
* HRC will provides the DocuSign link to manager to initiate overload request.
* Ensures that all required information is provided and complies with policy and regulations.
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| HR Specialist (HRS) | * Once HR Action form is reviewed and approved with all signatures the HRS will process the request in Workday.
* For overload requests supported by funding outside of EHE, the HRS will provide a copy of the request to the EHE Cost Center Manager.
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| Chief Administrative Officer (CAO)/Dean  | * Reviews and approves all requests that exceed the overload maximum of 10%.
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| Office of Compensation | * Reviews and approves all request that exceed the overload maximum, following approval from the CAO/Dean.
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