



## POLICIES AND PROCEDURES

Subject: Compensation to Regular Faculty  
for Overload Assignments Reference: F-III-b, 3  
Source: Vice President, Instruction Eff. Date: April 19, 2011  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated February 9, 2001.  
Date: April 19, 2011

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It is the policy of McLennan Community College to compensate regular faculty for overload assignments in an equitable and expeditious manner. Such compensation is earned when an assignment exceeds thirty (30) semester hours equivalent for one academic year and is based upon salary rates specified in the Summer School and Part-time Salary Schedule.

Payment of compensation for overload assignments is made as adjustments to regular salary checks and disbursed in the following manner:

(1) Fall Semester--Faculty members whose Fall Semester assignments exceed fifteen (15) semester hours equivalent and whose anticipated assignment for the Spring Semester will result in a net overload for the academic year, that is, a load of more than thirty (30) semester hours equivalent, shall be paid for overload hours attributable to the Fall Semester.

Should the subsequent assignment for Spring result in a net load for the academic year less than that on which the Fall payment was based, the difference between the amount paid and the amount earned will be deducted from salary in four equal installments beginning with the January check.

(2) Spring Semester--Faculty members whose Spring Semester assignments result in a net overload for the year, that is, a load of more than thirty (30) semester hours equivalent, shall be paid for previously uncompensated hours in the Spring semester.

One Semester Contracts--Regular faculty whose contract is for one semester only earn overload compensation when their assignment for that semester exceeds fifteen (15) semester hours equivalent. Such compensation shall be based upon salary rates specified in the Summer School and Part-time Salary Schedule and shall be paid in equal installments over the established part-time faculty payout schedule.

Summer Grant Assignments--Payment of compensation for faculty with summer instructional duties paid through grant funds shall be based upon salary rates specified in the Summer School and Part-Time Salary Schedule and shall be paid in equal installments over the payment period specified in the contract.