

3-2004 August 12, 2004

**OVERLOAD ASSIGNMENTS FOR FULL-TIME ADMINISTRATIVE  
STAFF**

(Replaces No. 4-2000, dated March 30, 2000)

Before any overload assignments for administrative/professional employees can be approved, a clear statement of how the overload assignment and the staff member's normal full-time assignment will be accommodated must be written and submitted to the appropriate Vice Chancellor(s). The statements should clearly demonstrate that the staff member's normal assignment is receiving their full effort and that the overload is, in fact, an overload. It is essential that overload assignments scheduled during the staff member's normal working day be carefully documented and justified. The staff member must indicate how the normal working hours required for the overload assignment will be rescheduled.

Supervisors should insure that any of their administrative/professional employees agreeing to take on an overload assignment comply with this directive.

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George T. Asteriadis  
Assistant Vice Chancellor for Academic Affairs

Date

cc: Administrative Offices  
Human Resources  
Section Chairs