

**POLICY
ON
STAFF OVERLOAD
APPOINTMENTS
OF 1.25**

California State University, Fresno

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The normal staff position is 1.00 fte. Staff who are asked to teach a course related to their area of expertise and experience are typically released for a .25 teaching assignment and receive no additional compensation. Their staff assignment is reduced to .75 to accommodate the teaching load.

In rare and exceptional cases staff may assume (and be compensated for) an additional .25 position when asked to teach a course, thus increasing their total workload to 1.25. However, this overload is subject to the following conditions:

First, the department chair must submit a justification in writing to the appropriate Dean explaining the need for this staff member. The staff member should be in the academic department's part-time faculty pool. If this is not the case, the department chair must include an explanation for the use of someone outside the normal part-time pool.

Second, the manager must submit a justification in writing to the appropriate Vice President explaining why the staff member cannot be released to teach the course and must assume a 1.25 overload.

Third, the Dean and the Vice President will reach an agreement on whether the staff member should be released or compensated for the additional .25 fte. Under no circumstances will a staff member be compensated for more than 1.25 fte.

Fourth, a 1.25 staff workload should be considered an exception to be addressed on a semesterly basis as determined by academic department need.

MPP and other exempt positions are not covered by this policy as they are not subject to overtime compensation.