

UNIVERSITY OF KENTUCKY
INTERNAL OVERLOAD FORM FOR EXEMPT STAFF EMPLOYEES

EMPLOYEE: I certify that the proposed overload payment plus the total of all other internal overload payments previously approved for me during the current fiscal year does not exceed twenty percent (20%) of my basic annual salary.

Signed: _____ Date: _____

IMMEDIATE ADMINISTRATIVE SUPERVISOR FOR EMPLOYEE IN REGULAR ASSIGNMENT:

1. The assignment is clearly beyond the scope of the specified duties (as set forth in the job description) of the employee's regular position that are performed during normal and usual working hours.
2. The assignment is outside the organizational unit in which the employee is regularly assigned.
3. The assignment to be performed is totally separate and apart from usual working hours.

Confirmed: _____ Date: _____

IMMEDIATE ADMINISTRATIVE SUPERVISOR FOR EMPLOYEE IN OVERLOAD ASSIGNMENT:

4. The assignment is of special and infrequent nature thereby making it not feasible to hire a temporary employee to perform the assignment.
5. The assignment clearly serves the best interest of the University.

Confirmed: _____ Date: _____

APPROVALS

Dean/Director of College
or Head of Administrative/Operating Division
(responsible for employee's regular assignment)

Date

Principal Investigator
(if sponsored project funds are used)

Date

Dean/Director of College
or Head of Administrative/Operating Division
(responsible for employee's overload assignment)

Date

Director, Sponsored Projects Administration
(if sponsored project funds are used)

Date

Forward all copies to the dean/director of the college or the head of the administrative/operating division responsible for the employee's overload assignment for final approval. Distribution of copies: white copy – dean/director of the college or the head of the administrative/operating division responsible for the employee's overload assignment; green copy – dean/director of the college or the head of the administrative/operating division responsible for the employee's regular assignment; yellow copy – Personnel Office for the academic area in which employee has regular assignment; pink copy – immediate supervisor for employee in overload assignment; goldenrod copy – employee.