
Overload - AUFA and Excluded Staff Policy

Department Policy Number

070 007

Effective Date

October 2004
Revised December 2003
April 1999

Purpose

This policy outlines the conditions in which AUFA and Excluded Staff Members may be eligible for an overload appointment and the procedures for approval and payment of such appointment.

Definitions

Agreement	Terms and Conditions of Agreement between The Governors of Athabasca University (the Board) and AUFA.
AUFA	Athabasca University Faculty Association
The Board	The Governors of Athabasca University
CUPE	Canadian Union of Public Employees, Local 3911
Excluded Staff	Professional and support staff who are exempt from the AUFA and AUPE agreements.
Normal workload	Workload approved by the Staff Member's supervisor.
Staff Member	Excluded Staff and those persons designated as academic staff by Governing Council pursuant to the Post-Secondary Learning Act, of which AU describes three sub-groups, Academic Staff Member, Academic Professional Staff Member, Professional Staff Member.
Overload	Payment for overload work, per calendar year, whereby a Staff member's remuneration may be increased up to but not exceed the



greater of \$12,000 or twenty (20) percent of the Staff Member's annual salary.

PLAR Prior Learning Assessment and Recognition program.

Policy

When a Staff Member and The Governors of Athabasca University (the Board) mutually agree that the Staff Member shall perform duties in addition to those that form his or her normal workload, the Staff Member shall be paid for such work.

Regulation

N/A

Procedure

1. General

In accordance with the Letter of Agreement - Professional and Academic Overload in the Agreement, there may be opportunities for AUFA members to receive additional remuneration. These same rules and procedures have been extended to Excluded Staff.

2. Eligibility

2.1 Full-time permanent, term and contingent Staff Members are eligible for overload work.

2.2 Part-time and casual appointments are not eligible.

3. Types of Work

Duties eligible for overload must be in addition to those that form the Staff Member's normal workload.

4. Remuneration

4.1 Staff Members shall be paid based on one of the following.

a. Schedule A-3 of the agreement.

b. Tutoring or other work normally performed by CUPE members shall be paid at the amounts equal to those that would be paid at the highest rate (currently Step 3) in the CUPE agreement.



c. Professional work shall be classified according to the equivalent position for the work in Schedule D and the range of rates will be paid according to Schedule A-2 of the agreement.

4.2 Payment for overload work, whereby a Staff Member's remuneration may be increased up to but not to exceed the greater of \$12,000 or twenty (20) percent of the Staff Member's annual salary in any given calendar year.

a. The Overload Appointment start/completion dates will be used to determine the applicable calendar year in which to include the earnings for the accumulation of this limit. For example, if payments are to be made monthly, the remuneration will be prorated accordingly; or if the payment is due upon completion of the appointment, the completion date will establish the calendar year for inclusion.

b. It is the responsibility of the Director or Department Head to ensure a Staff Member will not exceed the limit identified in 4.2 above. Human Resources will verify a Staff Member's accumulated balance upon request.

5. Approval Process

5.1 The Overload Appointment - Approval Form must be completed and approved in advance to the commencement of the duties. Procedures for completion accompany the approval form (<http://intra.athabascau.ca/forms/#hr>).

5.2 Appointments for undergraduate group study courses must be approved in advance by the Director and the appropriate Executive Officer, by completing the AUFA Grouped Study Tutor Authorization (Overload) form that is initiated by Learning Services Outreach.

The decision to award work as overload should be made prior to posting of the work under CUPE.

5.3 The Director, Centre for Learning Accreditation can approve, in place of the Staff Member's supervisor, up to five PLAR assessments. Director approval is required when over the five-assessment limit. Executive Officer approvals are not required on PLAR appointments.

6. Other

6.1 A Staff Member can have only one overload appointment in progress.

6.2 A Staff Member who takes a leave from university duties (regular workload) is still obliged to fulfill their overload responsibilities.

6.3 Overload responsibilities must not conflict with the Staff Member's schedule required for their normal workload or work plan agreed to as part of an approved leave.



- 6.4 Overload assignments are not to negatively affect the Staff member's health and safety. Repetitive strain, stress and any other applicable health or safety concerns of the individual overload assignment and of the cumulative affect of the employee's regular work plan/workload and the proposed overload assignment need to be considered. The assignment may need to be modified to ensure the Staff Member's health and safety.

7. Reporting

- 7.1 Human Resources will provide AUFA will a monthly report containing the following information on each AUFA Staff appointment concluded since the previous report: the name of the member entering into the appointment and the name or description of the project.
- 7.2 Human Resources will provide AUFA with a copy of every AUFA Staff Member's overload appointment upon request.
- 7.3 Human Resources will provide the VPA, on a monthly basis, with a one-year cumulative report for each staff member who received payment from Overload.

Approved by

President, October 2004

Amended Date/Motion No.

Related References, Policies, and Procedures

Letter of Agreement - Professional and Academic Overload
AUFA Overload Appointment - Approval Form
AUFA Grouped Study Tutor Authorization (Overload)
Occupational Health and Safety Policy

Applicable Legislation/Regulation

[AUFA Terms and Conditions](#)
[CUPE Collective Agreement](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For information or forms regarding Grouped Study Courses, please contact Learning Services Outreach.

Keywords

Overload, normal workload