

# OVERLOAD PAYMENT AND POINT BANK PROGRAM PROCEDURES

(Effective January 1, 1993)

## I. Program Procedures

- a. Elective payment can not be made once overload points are elected to the bank in lieu of payment. Elections for payment of overload or point banking for leave in lieu of payment must be made prior to performing the work.
- b. Overload payment and the Point Bank Program for leave in lieu of payment is managed semester by semester using the published College Payroll Schedule to establish deadline dates in compliance with IRS guidelines.
  - i. The election of overload payment or overload points to the bank for leave in lieu of payment is the responsibility of the faculty member.
  - ii. Elections to place points in the bank for leave in lieu of payment are irrevocable after the first day of the pay period in which payment or point banking occurs.
  - iii. Points placed in the bank for leave in lieu of payment may not be paid except upon termination, retirement or death of the faculty member.
  - iv. Points placed in the bank have a limit of 84 points. Full details regarding points banked are found in the UFMDC contract (Article 17. Section 6.).
- c. Prior to starting an overload assignment faculty will determine whether the points will be banked for leave in lieu of payment or paid.
  - i. Faculty assigned overload must designate assigned overload points for payment or the bank for leave in lieu of payment at the start of the semester. Election changes can be made by the start of any subsequent pay period. Retroactive election changes can not be made.
  - ii. The ASTRA Data-Entry Request for Task/Overload/Banked Points form must be completed and signed by the faculty member designating their choice for overload payment or banking.
  - iii. A change in designation during a semester may be made for a future work period(s) based on the College's published Payroll

schedule of semester pay periods and pay dates. The deadline for election of a change is the first day of the pay period.

- iv. Overload assignments not designated for payment or the bank at the start of the semester shall be considered assignments to be banked for leave in lieu of payment.
  - v. Faculty may elect to split assigned overload points between the bank and payment.
  - vi. Points elected to the bank for leave in lieu of payment will be considered banked on the first day of the pay period. Points will be placed in the bank on the scheduled pay date for the pay period.
  - vii. The faculty member is responsible for ensuring that accuracy of his/her overload designation each semester. The faculty member shall notify the Chairperson of any error.
  - viii. Points elected for payment shall be paid in accord with the College's published Payroll Schedule. Payment may not be made in advance of the scheduled pay date and payment may not be deferred from one pay period or calendar year to the next pay period or calendar year.
- d. Points placed in the bank for leave in lieu of payment shall be used for leave or reduced load off-set in a future semester or academic year.
  - e. In the event of the death, termination or retirement of any faculty member, points remaining in the bank shall be paid within thirty (30) days of the date of death, termination or retirement. Points paid under this provision shall be subject to Federal Income, Social Security and Medicare Taxes. In accord with Florida Retirement System (FRS), they shall be subject to FRS Contributions only if the points being paid were placed in the bank within the eleven (11) month period immediately preceding payment.

## II. Discrepancies

- a. Faculty should report an error in the point bank to the Chairperson for correction.
  - i. No faculty member shall be penalized for an administrative error.
  - ii. Errors in the point bank must be reported immediately. Correction should occur in the semester in which the error occurred.
    - 1. Points paid that should have been banked should be reported within ten (10) work days of the direct deposit date. A check must be written to Miami Dade College and sent to the Payroll Department. Payroll will calculate the amount of monies to be returned. Upon receipt of monies,

Payroll will inform Human Resources and the appropriate number of points will be placed in the bank.

2. Points banked that should have been paid should be reported to the Chairperson within ten (10) work days of the date payment should have been received.
3. The Chairperson should report errors to be corrected to Human Resources by emailing a justification explaining how the error occurred.

Questions about the Point Bank and these procedures should be directed to the Campus ASTRA Coordinator or the Division of Human Resources (Claribel Valdez at Ext. 70297).

Helpful Website Links:

General ASTRA Information:

<http://www.mdc.edu/hr/ASTRA/default.asp>

Data-Entry Request for Task/Overload/Banked Points form:

<http://www.mdc.edu/hr/OnlineForms/astra.htm>

Calendars:

<http://www.mdc.edu/hr/Calendars/default.asp>

Campus ASTRA Coordinators:

[https://www.mdc.edu/hr/ASTRA/astra\\_coordinators.asp](https://www.mdc.edu/hr/ASTRA/astra_coordinators.asp)