



REGULATION: FGCU-PR5.017

Effective
Date of
Regulation:

Overlap in Position

4/17/1997

- (1) For the purpose of this rule, overlap is defined as a temporary condition in which two employees in pay status are assigned to the same established position.
- (2) Overlapping of positions is authorized for the following purposes:
 - a. To train one employee to take over the duties of another employee. Positions may be overlapped to accomplish training for a reasonable time, but no longer than sixty (60) calendar days.
 - b. To perform the duties of an employee on leave with pay due to the employee's personal illness, injury or disability. An overlap under these circumstances will be for the duration of the illness, injury or disability.
 - c. To perform the duties of an employee who has been placed on educational leave with pay. An overlap for this purpose may be for the duration of the education leave but not more than twelve months.
- (3) Employees occupying an overlapped position will be appointed to and paid in accordance with the rules governing the classification and pay plan to which the position is assigned.
- (4) A request to create an overlap in position for reasons other than those stated in subsection (2) above, shall be submitted to the President, or designee prior to the overlap appointment. The request shall state all extenuating circumstances which necessitate the overlap, together with the following information:
 - a. The identity of the overlapped employee, the salary of the overlapped employee, the name of the regular employee, and the period of the overlap requested.
 - b. The signature of the Dean, Director or Chairperson for the appropriate department unit.
 - c. Such overlap appointment may be approved by the President, or designee based on the needs of the University.

Specific Authority:
240.227(1) FS.
Law Implemented:
240.227(5) FS.
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