

Appendix H-1
 Santa Clarita Community College District
Faculty Load Bank Application

A completed and signed form is due to the Office of Instruction, or the Office of Student Service for Counselors, by the end of the first week of instruction of the overload class.

Employee Name _____ **Employee ID#** _____

I request that my overload hours for the class(es) listed below be banked in lieu of receiving payment:

Academic Year: _____ **Check One Term:** Fall Winter Spring Summer

Instructional Courses

| Section # | Course Number and Title | Total Number of Hours/TLUs for the Course | Banked TLUs/Hours |
|-----------|-------------------------|---|-------------------|
| EX: 60873 | Psych 101 | 3 units | 1 unit |
| | | | |
| | | | |

Instructional Faculty: I understand that I can bank up to 10 TLUs during Fall or Spring semester. I understand I can bank up to 5 TLUs in Summer or Winter intersession if I didn't bank during the preceding Fall or Spring semester. In the event that any of the above classes are cancelled or that I cannot complete the class, the agreement for that class will be cancelled and I will be paid for any hours I taught.

Non-Instructional Hours

| Total Number of Hours intended to work during the course of the academic year. | Total number of hours intended to be Banked |
|--|---|
| EX: 1500 Hours | 114 Hours |
| | |
| | |

Non-instructional Faculty: I understand I can bank up to 10 TLUs or 30% of total hours (407 hours) during the Fall or Spring semester. 58% of accrued hours for load banking must be student contact hours as defined in Article 12.H. No more than 20% of total hours may be banked in one semester. I understand my load bank balance cannot exceed 861 hours at any time. I understand that one (1) TLU is equal to 41 hours. In the event that any of the above classes are cancelled or that I cannot complete the class, the agreement for that class will be cancelled and I will be paid for any hours I taught.

Release Time

| Total Release time given in the Term | Total TLUs/hours to be banked |
|--------------------------------------|-------------------------------|
| EX: 100% | 3 TLUs |
| | |
| | |

If a faculty member banks release time, the faculty member must note the part that will be banked based on the number of TLUs or hours that will be banked from that release time. I understand I can bank release time if the total release time is greater than (16) TLUs in a semester. I understand my load bank balance cannot exceed 21 TLUs at any time.

Should a full-time unit members resign, retire, die, or otherwise separate from employment with the District, the total value of their accumulated banked hours shall be paid at the overload rate at which the time was banked to the unit member of their beneficiary(ies) in a timely manner.

Employee Signature

Date

CIO/CSSO Signature

Date

Distribution: Original: Instruction Office
Copies: Human Resources
Business Services
Payroll
Employee