**Load Balancing Procedures for Full Time Faculty**

Reference LRCFT – 4.6.2 for specifics.

Due to the complexities related to course scheduling, classroom faculty can “balance” their load requirement over four semesters. What this means is that for any given term in the four term period, their regular load might be higher or lower than 15 formula hours or 1.0 FTE. But when the loads for all four terms are added together, they will total 60 formula hours or 4.0 FTE.

Load balancing can occur because a low-enrolled class is cancelled or because the FTE associated with the scheduled classes for a given term is slightly above or below 1.0 FTE or 15 formula hours. Load balancing is not the same as load banking.

Over a two year (four semester) period, a full-time faculty credit load is 60 formula hours (4.0 FTE). At the end of each two year period, formula hours ***greater*** than 60 in the instructional mode (by an amount equivalent to or greater than .067 FTE or 1 formula hour) shall be paid as overload (Schedule B) via a memo from the Vice President of Instruction.

In the uncommon occurrence in which a faculty member may be ***below*** 60 formula hours at the end of the two year load balancing period (by an amount equivalent to or greater than .067 FTE or 1 formula hour), when possible, the balance left should be completed the Summer term following the end of the two year load balancing period. If the balance left cannot be finished in the Summer term, it may be necessary to complete the balance the following Fall/Spring semester. If so, this is only allowed by mutual agreement of all parties, by completing the [“Load Balancing Agreement – Teaching 60 Formula Hours over a Four-Semester Period” (P-144)](https://employees.losrios.edu/lrccd/employee/doc/hr/forms/p-144.pdf) form (available at the Los Rios Human Resources website). Otherwise, a loss of pay must be reported to HR and Payroll for processing via a memo from the Vice President of Instruction.

Load balancing totals with formula hours over 59.0 and up to 61.0 ***will not be adjusted***. However, if paying off or reporting a loss of pay, the full amount (in excess of 60 or short of 60) is considered.

The Vice President of the Instruction office shall submit a memo to Human Resources which specific information on load balances that need to be paid off.

Since the load balancing FTE is being paid as overload earnings, the FTE paid for as load balancing will be counted towards Salary Step Advancement on Schedule B.

Load balancing periods end with the Spring semester of an even year (Spring 2024, Spring 2026, etc.) and load balance payouts should occur at the end of this two-year cycle.

Excess load should not be paid by splitting a class between regular load and overload. For example, an instructor who has .10 excess regular load should not have a .20 lecture class split where half the hours are regular load and the other half paid as overload. However, a whole lecture or lab component of a class can be assigned as overload while the other component is regular load.

***Examples:***



Max FTE that can be scheduled as part of regular load over 4 semesters = 62 formula hours, or 4.133 FTE.

***Section 4.6.2 Excerpts:***

1. If the faculty member is **below** the sixty (60) formula hours for load balancing (**by an amount *equivalent to* or greater than 0.067 FTE or** **one (1) formula hour)**, the faculty member may make up the imbalance the following contract year by mutual agreement.
2. At the end of the two-year period of load balancing, formula hours **greater than** sixty (60) (4 FTE) in the instructional mode (**by an amount *equivalent to* or greater than 0.067 FTE or one (1) formula hour**) shall be paid as overload (Schedule B).
3. …the District reserves the right to make an assignment over that two-year period which could vary from sixty (60) – sixty-two (62) formula hours (credit) or ninety (90) – ninety-two (92) formula hours (non-credit) as part of a unit member’s regular load.

**College Instruction Office**

By the last working day in April or November (only for exception payments), the Vice President of Instruction must provide an approved memo to the Human Resources Officer, Employment, which states the following information:

* Employee Name
* Employee ID#
* Position Number

 For Payouts – use overload position numbers, this will ensure that the employees will be paid out of the appropriate budget number.

 For Type C Banking – use Type C position numbers.

* Formula Hours
* FTE to be paid (this is Formula Hours divided by 15 = Total Formula Hours for 4 semesters, then take Total Formula Hours minus 4 (4 FTE is 2 semesters at 100%) = extra FTE to be paid) (Example: Formula Hours 61.00 divided by 15 = 4.0666, then take 4.0666 minus 4 = .067 FTE is the remaining to be paid.
* Lecture Hours to be Paid (this is the FTE multiplied by 270) (FTE calculations for lecture are based on 270 hours per semester, which is the equivalency of a full-time load.) Note: this number should be out 2 decimal places.
* List if the employee is Banking Type C or being Paid Out

*Note: An instructor can request that the excess load be banked for Type C Leave rather than paid (the appropriate approval Type C Banking request(s)* ***must*** *be submitted along with the approved memo to the Human Resources Officer).*

Once Payroll Worksheets are created for December or May, the Instruction Office will need to write onto the worksheets the accurate number of lecture hours to be paid.

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