

## APPENDIX B Teaching Faculty Load

### I. General

The normal teaching load (based on the El Camino College traditional eighteen week semester) shall be fifteen (15) lecture/**extensive laboratory** hours or equivalent, twenty (20); ~~twenty-one (21), or twenty-two (22)~~ laboratory hours or equivalent, plus or minus one lecture hour or equivalent laboratory hours. A teaching load exceeding sixteen (16) lecture/**extensive laboratory** hours, or equivalent, shall be compensated at the overload hourly rate for load in excess of fifteen (15) lecture hours, or equivalent, ~~or~~ may be balanced without additional compensation within the following semester thereafter subject to approval of the District, **or may be banked subject to Section III.C.2 of this appendix**. A teaching assignment of less than fourteen (14) lecture hours, or equivalent, shall be balanced **by using banked load as described below, load balancing** the following semester or as soon as possible thereafter subject to approval of the District, or may be equated by special assignment as provided in Part IV of this policy.

#### Total Faculty Hours

**Per Article 8 Section 1 and Section 2, the base work schedule for faculty employed on an academic year basis is 175 days with a basic work week of 40 hours per week. The work week for instructional faculty is composed of direct instructional time, prep/grading time, office hours, service to the College, and professional development.**

#### Instructional Faculty – Part-Time

**Part-time faculty may take on a teaching load of 67% of full-time faculty in terms of instructional hours and grading/prep time (Education Code 87482.5). This is the equivalent of up to 10 lecture hours, or equivalent, per week with an additional 10 hours of prep and grading per week. Part-time faculty are not required to perform office hours or complete college service.**

**Compensation for faculty shall be based on the load associated with the instructional, counseling, or other service activity. Load is equalized by the use of Catalog Contact Hours and Lecture Hour Equivalent (LHE). The normative instructional load for a full-time instructional faculty member is 15 LHE per primary semester and 30 total LHE per year.**

**1 LHE = 1/15 of a lecture load = 0.06667 load**

**3 LHE = 3/15 of a lecture load = 0.20000 load**

Assignment Type	Catalog Contact Hours	LHE	Load
Lecture	1	1	0.06667
Extensive Lab (Xlab)	1	1	0.06667
Lab (Non-Xlab)	1.33333 (3/4)	1	0.06667
Non-Credit	1.66667 (3/5)	1	0.06667
Counseling 175-Day	1.73333 (15/26)	1	0.06667
Counseling 200-Day	1.73333 (15/26)	1	0.06667
Library	2.00000 (1/2)	1	0.06667
Other Non-Teaching (Based on 40 hours per week assignment)	2.66667 (3/8)	1	0.06667

**Other Non-Instructional Assignment Load:**

**Other non-instructional assignments require 2.66667 hours per 1 LHE of load. For all faculty, non-instructional assignments include a proportional reduction in all assigned and non-assigned time (office hours, assigned contact time, non-assigned contact time, etc.)**

II. Definition and Calculation of Teaching Load

- A. The Dean shall determine combinations of courses falling within the range of 15 plus or minus one lecture **hour equivalent or equivalent** (93.33% to 106.67% inclusive). Such load will be considered normal, and no balancing, **banking**, or overload pay will be required.
- B. Loads falling at the same extreme end of the load-range should not be assigned in successive semesters, except:
  1. In departments where the 15 lecture hour **equivalent** load is not easily attainable and where loads over consecutive semesters near the extremes of the range are desirable for good instruction.
  2. Where the Instructor requests to teach, over consecutive semesters, a combination of courses which falls at the upper end of the range.

**€.—Load shall be calculated by summing the LHE and associated with an instructor's assignment each term per the Lecture Hour Equivalent tables in Appendix B.I. the percentage method as follows:**

$$\frac{\text{hrs. lecture} + \text{hrs. lab}}{15} \times (100\%) = \% \text{ load}$$

**— 15 — 20 or 21 or 22**

Example: If an Instructor teaches 12 hours lecture **and 6 hours extensive** laboratory, **then the**

load would be:

12 hours of lecture = 12 LHE = 12 \* 0.06667 = 0.80004 = 80.00 % Load

6 hours of Xlab = 6 LHE = 6 \* 0.06667 = 0.40002 = 40.00% Load

Total LHE = 18 = 120.00% Load

Example: If an Instructor teaches 12 hours lecture and 6 hours laboratory (non-extensive), their load would be:

12 hours of lecture = 12 LHE = 12 \* 0.06667 = 0.80004 = 80.00% Load

6 hours of lab (non-extensive) = 4.5000 LHE = 4.5000 \* 0.06667 = 0.3000 = 30.00% Load

Total LHE = 16.5 LHE = 110.00% Load

$$\frac{12 \text{ hrs. lecture} + 6 \text{ hrs. lab}}{15} \times (100\%) = 107.27\%$$

$$\frac{12 \text{ hrs. lecture} + 6 \text{ hrs. lab}}{15} \times (100\%) = 108.57\%$$

$$\frac{12 \text{ hrs. lecture} + 6 \text{ hrs. lab}}{15} \times (100\%) = 110.00\%$$

$$\frac{12 \text{ hrs. lecture} + 6 \text{ hrs. lab}}{15} \times (100\%) = 107.27\%$$

$$\frac{12 \text{ hrs. lecture} + 6 \text{ hrs. lab}}{15} \times (100\%) = 108.57\%$$

$$\frac{12 \text{ hrs. lecture} + 6 \text{ hrs. lab}}{15} \times (100\%) = 110.00\%$$

### III. Overloads and Underloads

A. Overloads are loads greater than 16 lecture/extensive laboratory hours or equivalent (greater than 106.67%) Underloads are loads less than 14 lecture/extensive laboratory hours or equivalent (less than 93.33%)

1. A one semester overload or underload may be assigned by the District in an emergency, or if no other arrangement is desirable for good instruction. This kind of overload or underload must be compensated for by load banking, overload pay, balancing, or special assignment, as described in C below.
2. ~~An overload may be assigned if, b~~Before receiving an assignment, an Instructor may requests in writing to teach, ~~without overload pay~~, a load that exceeds the load range. Such overload must be approved by the Dean and the Vice President of Academic Affairs. In no event shall such overload exceed ~~143.4%~~ 180.0%. This overload shall be compensated for by load balancing, load banking, special assignment, overload pay,

**or any combination thereof.** If denied, the Faculty Member will be provided with a statement in writing giving the reason(s) for such denial.

3. An underload (less than 93.33%) may be assigned if an Instructor requests such underload for personal reasons. The underload, if granted, must be compensated for by reduced pay in the proportion which **their his** teaching assignment bears to a full assignment - a 100% load.
- B. Except under extraordinary circumstances, ~~an overload a teaching load~~ over the period of an academic year (fall and spring semesters) shall be limited to ~~the greater of~~ a total load of ~~260%~~ **360.0%** over the two semesters, or one class each semester.
- C. The methods of compensating for overloads and underloads will be the following:

**1. Balancing**

- a. Balancing is a planned, recurrent scheduling of loads above 16 lecture-hour equivalents (above 106.67%) and below 14 lecture-hour equivalents (below 93.33%). For example, 18 lecture hours in a fall semester and 12 lecture hours in a spring semester constitute a balanced load. Balancing is to be accomplished in successive semesters if possible. Loads of two semesters will be considered balanced if the sum of the percent loads for the two semesters falls within the range of 186.67% - 213.33%.
- b. If an unforeseen underload occurs (e.g., from the failure of a class to fill), it should be compensated for by balancing with a subsequent overload, or by special assignment.
- c. If the balancing over a two-semester period cannot be planned to fall within the range, but exceeds an average of 16 lecture hours or equivalent (exceeds a total of 32 lecture hours or equivalent, 213.33%, for two semesters), the percent above 200% will be paid as overload.
- d. If the balancing over a two-semester period cannot be planned to fall within the range, but is less than an average of 14 lecture hours or equivalent (the sum of percentages for the two semesters is less than 186.67%), the percent below 200.00% may be compensated for by special assignment in the semester with the lower load, or in each semester with the lower load, or in each semester if both are underloads.
- e. If unforeseen conditions make it impossible to adhere to the formulated pattern in the second semester of a planned two-semester balanced load, the compensation may be made by special assignment in the second semester or by balancing carried over to the third semester.

**2. Load Banking for Instructors**

**A faculty member, with the approval of their Dean and Vice President of Academic Affairs, who accepts a teaching overload or an intersession assignment may elect to "bank" those hours in lieu of additional overload compensation subject to the following provisions:**

- a. **The faculty member must designate hours to be banked prior to the beginning of the semester or intersession that they are earned.**
- b. **Banked hours may be used to reduce a faculty member's workload by an equivalent number of hours at the contract rate of pay. A faculty member may use banked hours, if sufficient, to take off up to two (2) semesters in any three (3) year period at full pay and benefits. These semesters may be consecutive.**
- c. **A faculty member may not accrue more banked hours than the equivalent of 30 (thirty) lecture/extensive laboratory hours or equivalent (two times the instructor's semesterly load).** In addition, any banked hours not used within 4 years will be paid by the District at the appropriate overload rate.

- d. A faculty member must notify their Dean of their intention to use banked hours by the end of the preceding fall/spring semester.
- e. At the option of the faculty member, subject to the approval of the dean, banked hours may be used as release time to replace load from classes that are part of the faculty member's contract load which have been canceled as a result of low enrollment thus causing the faculty member's contract load to fall below 14 lecture/extensive laboratory hours or equivalent.
- f. If the utilization of banked hours would jeopardize the educational program in a discipline, the District may postpone a faculty member's usage of banked hours for one semester. This may only be done once per calendar year.
- g. If two (2) or more faculty members from the same discipline desire to use banked hours and the District determines that not all can be accommodated, first priority shall be given to the faculty member who has used banked hours less recently. Further determination shall be based on seniority.
- h. Banked hours may be used to convert a half-time sabbatical into a full-time sabbatical. Banked hours may be used to extend a one-semester sabbatical leave into a sabbatical leave of two consecutive semesters. However, the compensation from such a combination shall not exceed the employee's regular salary.
- i. Health and welfare benefits and STRS contributions shall be the same as if the faculty member's total assignment, including the banked hours, had been worked. Banked hours shall count toward retirement and shall be considered paid District service during the period that they are used.
- j. A faculty member who reduces their workload by using banked hours shall have office hours and other such obligations reduced proportionately.
- k. In the event of a faculty member's resignation, termination, retirement, or death, the District shall reimburse the faculty member or their estate for any unused banked hours by dividing the banked hours by thirty (30) and multiplying by the faculty member's yearly salary for the last year worked.
- l. The District shall provide online access to the number of accumulated banked hours for all instructors.
- m. Banked hours may be earned during summer, fall, winter, and spring terms.
- n. Banked may be used during fall and spring terms.
- o. Banked hours shall not be transferred, lent, or assigned between employees.

### 3. Overload Pay

- a. Loads totaling more than 16 lecture/extensive laboratory hours or equivalent (more than 106.67%) which do not fit under C.1 (balancing) **or C.2 (Load Banking)** will be compensated for by overload pay, which will be calculated as described below.
- b. Formula for overload pay calculation: The following formula (or an equivalent method) shall be used to calculate the overload pay for each pay period. The formula regards the overtime hours as those in excess of the

100% load, ~~when the overload and the 100% load are taken to consist of the same relative proportion of lecture and laboratory percentages. It~~ **and** then considers the overload hours so determined as equivalent **clock catalog contact** hours. The overload pay is based on the overload hourly rate (**Appendix D-3**), but it will be treated as contract pay to the extent that it will be paid in four-week periods during the semester in which the overload occurs and will not be subject to deductions as specified in Article 19, Section 3.

Overload pay (in dollars for a 4-week period) =

$$\frac{4RN}{100 + P}$$

~~Where P = the overload percentage in excess of 100%~~

~~Where R = the pay rate in dollars per hour for overtime hours~~

~~Where N = the total number of clock catalog contact hours (with 50% credit for special assignment hours) in the total load~~

~~**Example:** For illustration purposes, the overload hourly rate for 2017 is \$66.41 per hour; and if an Instructor were assigned a load of 120% made up of 9 lecture hours and 12 laboratory hours (in courses where 20 laboratory hours equals a full load  $[9/15 + 12/20] \times 100 = 120\%$ ) then this would be an overload because it exceeds 106.67%; the overload percent, P would be 20%; his total number of hours, N, would be 21; and overload pay would be as listed below:~~

~~$$\text{Overload pay} = \frac{4(\$66.41)(20)(21)}{120} = \$929.74 \text{ per 4 wks.}$$~~

~~-120~~

Total Overload Pay = (Total LHE – 15) x 17.5 x O/L **LHE** Pay Rate

O/L Pay per Month = Total Overload Pay/5

Example: For illustration purposes, the overload LHE rate for 2022 is **\$91.95** (increase current O/L hourly rate by **23.8%**). If an instructor's load included 6 lecture hours (6 LHE), 3 extensive lab hours (3 LHE), and 12 non-extensive lab hours (9.00 LHE), then their total load is 18 LHE or 120%. Overload pay is as follows:

$$\text{Total Overload Pay} = (18 - 15) \times 17.5 \times \$91.95 = \$4827.38$$

$$\text{Overload Pay per Pay Period} = \$4827.38/5 = \$965.48$$

Note: 1 O/L LHE per term pay rate is \$1609.13 based on a weekly per LHE rate of \$91.95.

### III. Special Assignment

- A. To calculate the percent load for special assignment, the number of weekly hours of special assignment ~~will be divided by forty (40) hours and the quotient multiplied by 100~~ makes use of the fact that 2.66667 hours of non-instructional work is equal to 1 LHE (0.06667 Load). ~~will be divided by forty (40) hours and the quotient multiplied by 100.~~ Example: If an Instructor has a special assignment that requires 8 hours per week of the Instructor's time, the load factor will be equivalent to:
- 8 special assignment hours / 2.66667 hours per LHE = 3.0 LHE**  
**3.0 LHE = 3/15 = 0.200000 = 20.00% Load**

$$8 \times 100 = 20\%$$

40

- B. If an underload is not balanced by an overload **or banked load**, or if a balanced load is less than 28 lecture hours or equivalent over the two semesters (186.67%), the underload may be compensated for by approved special assignment, such as Learning Resource Center assignments, institutional research or departmental projects, arranged by the Dean and the Instructor, with the approval of the Vice President - Academic Affairs.
- C. To determine the number of hours of special assignment that is required to make up the underload, the percentage of underload below a 100% load will be applied to forty (40) hours per week. Example: If an Instructor has a load of 87.5%, then the underload is equivalent to 12.5% so the special assignment time would equate to five (5) hours per week. (.125 X 40 = 5).

## D. Non-credit Instructors

1. The standard contract year for non-credit full-time instructors is one hundred seventy-five (175) days of service.

2. In accordance with the requirements of Education Code Sections 22138.5 (5) and 22138.5 (6), an annual full-time equivalent non-credit assignment is defined as 875 hours as follows:

25 hours/week X 35 weeks = 875 hours

In accordance with the requirements of Education Code Sections 22138.5 (5) and 22138.5 (6), a non-credit assignment shall be calculated by calculating non-credit lecture hour equivalent (LHE) per the table in Appendix B.I.

Example: An instructor teaches a non-credit course at 5 hours per week.

5 non-credit hours per week x (3/5) = 3 LHE = 0.20 or 20% load.

~~the percentage method as~~

~~follows:~~

~~(# of Weekly Lecture Hours) / 25 X 100% = Percent Load~~

~~Example: If a non-credit instructor teaches five (5) hours of lecture each week, their load would be calculated as shown below:~~

~~(5 Weekly Lecture Hours) / 25 X 100% = 20% Load~~