

## Load Balancing Agreement Teaching 60 Formula Hours over a Four-Semester Period

The Los Rios College Federation of Teachers (LRCFT) and the District have agreed in the contract (Article 4.6.2) that the typical faculty load is 60 formula hours over a two-year period (or 15 formula hours per semester). However, in order to meet department and/or scheduling needs, the regular load can vary between 60-62 formula hours.

At the end of the four semester load balancing period, formula hours **greater** than 60 (4.00 FTE) in the Instructional Mode, by an amount equivalent to or greater than .067 FTE or one formula hour, shall be paid as overload (Schedule B). Load balancing totals **between** 59.0 to 61.0 will not be adjusted.

The purpose of this form is to address an 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 .67 FTE or one formula hour. When possible, the balance left should be completed by the summer term following the end of the two year balancing period. It is agreed that the parties do not wish to reduce (deduct) from a faculty member's contract as it will impact STRS and potentially other matters. Therefore, a faculty member may agree to make up the imbalance the following contract year by mutual agreement of all applicable signatories below.

\_\_\_\_\_  
Faculty Member Printed/Typed Name

\_\_\_\_\_  
Employee ID Number

For the two-year load balancing period from Fall \_\_\_\_ - Spring \_\_\_\_, my instructional load was as follows:

Semester	Instructional Load	
	FTE	Formula Hours
Fall _____		
Spring _____		
Fall _____		
Spring _____		
<i>TOTAL</i>		

The balance of \_\_\_\_\_ formula hours (60 formula hours less total formula hour load above) agreed to be added to my Fall / Spring \_\_\_\_ instructional schedule.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Instruction, Signature

\_\_\_\_\_  
Date

***This completed form is to be duplicated for all signatories and one copy forwarded to Human Resources which will be placed in the employee's official personnel file.***