

TENTATIVE AGREEMENT

APPENDIX G: LOAD BANKING POLICIES, RULES, AND REGULATIONS

1. Where a Unit Member assumes all or a portion of any **load** assignment that is not part of the Unit Member's regular contract workload, the Unit Member may elect to "bank" or accumulate such assignment for future use in lieu of current compensation. There is no guarantee expressed or implied that overload assignments will be available.
2. Banked assignments may accumulate indefinitely, but may not exceed the equivalent of the minimum regular contract workload for one semester **or 50% of a unit member's contractual load**. (Whenever a Unit Member's accumulated assignments equal the maximum SIU load or counselor assignment, additional assignments outside the **regular unit members assigned** contract workload shall be paid during the period of service.)
 - a. ~~Fifteen (15) SIU's is the load bank limit per faculty member.~~ Instructional faculty on a 175-day contract shall be able to bank up to 15 SIUs which is equivalent 87.5 days
 - b. Non-instructional faculty on a 192-day contract shall be able to bank up to 16.5 SIUs which is equivalent to 96 days
 - c. Non-instructional faculty on a 200-day contract shall be able to bank up to 17 SIUs which is equivalent to 100 days
 - b. An overload assignment may be split allowing for partial load banking and partial compensation.
3. Faculty members who have "Released Time" as a part of their assignment may participate in load banking. The "Released Time" itself may not however, be used as the overload for load banking purposes, except for non-teaching faculty who are not also teaching a class.
4. Banked assignments may remain banked indefinitely upon reaching the banked load limit as provided for in number two above.
5. Banked assignments may be utilized in future semesters to affect an equivalent reduction of load ("banked leave")
6. Options For Usage of Banked Load:
 - a. **For Instructional Faculty**, Depending upon the number of banked hours, the subsequent compensatory time-off may be one (1) or more classes ~~(or proportionate workload for non-classroom faculty)~~, or, an entire semester (but no longer than one semester except when used in conjunction with a one semester Sabbatical Leave).
 - b. **For Non-Instructional Teaching Faculty**, the subsequent compensatory time off may be scheduled as days off in the regular contract.

~~40 Hour Work Week~~ ~~Maximum Permitted (1SEM)~~

~~Load Banking~~

~~(Examples of possible banking options)~~

~~Bank 8 hours per week per semester~~

~~X 5 semesters =~~ ~~Maximum Permitted (1 SEM)~~

~~Bank 4 hours per week per semester~~ ~~Maximum Permitted (1 SEM)~~
~~X 10 semesters =~~

36 Hour Work Week

~~Bank 7.2 hours per week per semester~~ ~~Maximum Permitted (1 SEM)~~
~~X 5 semesters = 15 SIU~~

~~Bank 3.6 hours per week per semester~~ ~~Maximum Permitted (1 SEM)~~
~~X 10 semesters = 15 SIU~~

Other

~~When any non-teaching faculty have assigned work weeks of less than 32 hours per week a 32-hour work week standard will be used for purposes or participation in load banking.~~

7. For purposes of compensatory time off only, a unit member may bank or accumulate workload as follows:

- a. For every five (5) weekly contact hours of overload* laboratory teaching assignment one additional (1) SIU (up to a maximum total of ~~sixteen~~ ~~fifteen~~ (16 15) SIU's .)
- b. A maximum total of ~~eight~~ (8) ~~twelve~~ (12) SIU's of Summer School teaching (and a maximum of ~~four~~ (4) ~~six~~ (6) SIU's per Summer Session.)

8. A Unit Member shall notify the immediate Supervisor, in writing, of intent to request and or to utilize banked ~~load leave~~ not later than the established time of scheduling for the semester for which the leave is requested.

*See Section ~~5~~ ~~4~~, Article ~~11~~ ~~12~~ on lab assignment - semester instructional unit/ (SIU) ratios.

9. Every effort shall be made to accommodate the Unit Member's request for ~~utilizing~~ banked ~~leave load~~ however, it is recognized that ~~utilization of banked load leave~~ may be postponed under circumstances where the absence of the Unit Member would jeopardize the integrity of the program. Denial of ~~utilization of~~ banked ~~load time~~ under this article shall be made in writing and shall not be arbitrary or capricious.

10. Whenever the number of eligible unit member requests for overload assignments exceed the number of available overload assignments, priority will be given in the following order:

- 1) To unit members whose regular principal assignment is within the discipline or job responsibility where the overload assignment is to be made.
- 2) Seniority of service within the District.

11. Where two or more Unit Members from the same division/department apply ~~for~~ to use

banked **load leave**, and all cannot be accommodated, those Unit Members who have not previously taken banked **load leave** shall have priority in order of seniority.

12. Sabbatical eligibility, fringe benefits, retirement options, and District STRS and other payroll contributions will not be affected by participation in load banking.

13. A Unit Member may not be employed by the District for supplementary or special assignments while using a full semester as compensatory time off.

14. The District shall provide an annual statement of account to Unit Members who have accumulated banked **load assignments** indicating the assignments banked as of the statement date.

15. Load banked time cannot be combined with a sabbatical leave either before or after a sabbatical leave is granted to create an absence of greater than one (1) year in length. In addition, load banking of a semester length cannot occur less than one year prior to or one year after sabbatical leave or an unpaid leave of absence.

16. Load banking usage of a semester length cannot occur more than once every three (3) years, notwithstanding any other provision contained herein.


17. Pre-Retirement: Banked load may be used pending retirement from the District: upon written notification of intent to retire. The faculty member shall, at the faculty member's discretion, use a semester of banked leave as the final semester of employment and have his/her retirement date effective at the conclusion of that semester.

18. Cash-Out Option: Upon written request of the unit member, the District will pay out the accumulated banked load at the current overload rate.

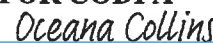
18.1 Upon separation from the District, the accumulated banked load will be paid out to the Faculty Member.

18.2 If the separation is due to the death of the faculty member, then the accumulated banked load will be paid out to the Faculty Member's designated beneficiary on file with the District

FOR DCCD


Diana Galindo
Vice President, Human Resources
& Employee Relations
Desert Community College District

FOR CODFA


Oceana Collins (Oct 14, 2023 07:32 PDT)
Oceana Collins
Chapter President
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8. A Unit Member shall notify the immediate Supervisor, in writing, of intent to request and or to utilize banked load not later than the established time of scheduling for the semester for which the leave is requested.

*See Section 5, Article 12 on lab assignment - semester instructional unit/ (SIU) ratios.

9. Every effort shall be made to accommodate the Unit Member's request for utilizing banked load however, it is recognized that utilization of banked load may be postponed under circumstances where the absence of the Unit Member would jeopardize the integrity of the program. Denial of utilization of banked load under this article shall be made in writing and shall not be arbitrary or capricious.

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