



El Camino College

Load Banking

January 4, 2024

What Is Load Banking?

- New process included in the recently ratified collective bargaining agreement (Appendix B Section III.2)
- Faculty can now “bank” and “un-bank” workload for later use or pay

What is Load Banking

- Load Banking is the process of “saving” workload for later use in lieu of payment
 - Take up to two semesters off
(30 lecture hour equivalent maximum)
 - Make up for an underload
 - Reduce a workload in a given semester

What is Load Banking

- Faculty are required to submit a load banking form to their dean prior to the start of a semester or term indicating the sections or workload they intend to bank for the semester or term
 - For Winter 2024 banked leave forms must be submitted by Wednesday January 10, 2024
 - Deadline for Spring 2024 is tentatively Friday, February 16, 2024

Overload and Intersession

- Only overload during a regular semester or workload during a winter or summer intersession can be banked
- Banking workload is in lieu of receiving payment
 - Overload or intersession payments will be adjusted down based on the amount of workload banked

Un-banking Workload

- Faculty must notify their dean if they intend to use banked leave by the end of the preceding fall or spring semester.
 - Banked workload can only be used during a fall or spring semester
- Faculty, if sufficient banked leave is accrued, may take up to 2 semesters of leave at full pay/benefits within any 3 year period
- Faculty may combine banked leave with sabbatical leave
- Process and form for un-banking is being developed

Other Load Banking Considerations

- Banked hours count as service to the District and all benefits continue during use of banked workload
- Banked workload must be used within four years
 - If not used within four years, then the banked hours will be paid as overload
- Banked hours cannot be transferred, loaned, or re-assigned

Other Load Banking Considerations

- The District may delay a faculty request to use banked load by one semester if the leave could jeopardize the educational program of a discipline
- If two or more faculty from the same discipline request to use banked leave and the District determines that not all of the requests can be accommodated, then priority will be given as follows:
 - Higher priority goes to faculty who has used banked hours less recently
 - Further determination is based on faculty seniority

Examples – Winter 2024

- MATH 150
Lecture MTWTHF 9 am – 12:05 pm
- 1/4/24 – 2/6/24 (23 days)
3.3 scheduled contact hours per day
- 23 total scheduled days of instruction, and 75.9 total contact hours
- Load for this course 26.667% FTEF or 4 Lecture Hour Equivalent (LHE).
- Banking 6.667% FTEF or 1 LHE class
 - 6.667% FTEF or 1 LHE logged as banked with a date of January 2024
 - Paid 75% of the total pay for the intersession because they have banked 1/4 of their total load
- Banking 26.667% FTEF or 4 LHE for this class
 - 26.667% FTEF or 4 LHE logged as banked with a date of January 2024
 - No pay received for the class because they have banked all of their total load

Examples

- BIOL 10 Hybrid
Lecture Online
Lab TWTH 9:00 am – 12:20 pm
- 1/4/24 – 2/6/24 (23 days lecture and 14 days lab)
Lecture based on 54 catalog hours (online)
Lab based on 3.7 contact hours per day for 51.8 hour of **extensive lab**
- Load for this course 20% FTEF or 3 Lecture Hour Equivalent (LHE) for lecture and 20% or 3 Lecture Hour Equivalent (LHE) for **extensive lab**.
- Banking 20% FTEF or 3 LHE of the lecture
 - 20.000% FTEF or 3 LHE logged as banked with a January 2024 date
 - Paid only for the lab portion of their intersession course
- Banking lecture at 20% FTEF or 3 lecture LHE and extensive lab at 6.667% FTEF or 1 LHE
 - 26.667% load or 4 LHE logged as banked with a January 2024 date
 - Paid 0% of their lecture intersession pay (banked all 3 LHE) and 66.667% of their extensive lab intersession pay (banked 1/3 of lab workload)

Workload Banking Form

- Initial form for pilot banking during Winter 2024 is a fillable pdf
 - Faculty -> Dean -> VPAA -> Payroll
- Electronic process and form under development for Spring 2024

Questions?
