



Human Resources Informational Flyer #4

Load Balancing – 60 Formula Hours Over a Four-Semester Period



Questions and Answers

1. What is Load Balancing?

Per LRCFT contract section 4.6.2, 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 two-year load balancing period, formula hours greater than 60 (4.000 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). If a faculty member is below the 60 formula hour limit by an amount equivalent to or greater than .067 FTE or one formula hour, the faculty member may, by mutual consent, make up the imbalance the following contract year. Otherwise, money is owed to the District and must be repaid.

2. Determination of Load / Extra Contract

Effective July 1, 2004: Load balancing is used when the *regular assignment* exceeds 15 formula hours. Any **whole class** assigned after the 15 formula hour assignment has been met is considered an overload class.

For example: Jane Doe has the following schedule:

- Fall 06: 16 formula hours (the extra 1-formula hour is part of the regular assignment, not a class by itself)
- Spring 06: 14 formula hours
- Fall 07: 18 formula hours (this includes a 2-formula hour overload class, but 1 hour over the fifteen is part of a 'regular assignment' class)
- Spring 07: 15 formula hours

Q: What would you do in semesters 1-3 and semester 4 as far as load balancing?

A: Fall 06 is one hour over fifteen; however, since this hour is part of the regular assignment and NOT a class by itself, no overload is given. The hour will 'carry over' to the next semester for load balancing. **(If a faculty member teaches 17 or more formula hours as their regular assignment, it is preferred that the formula hours beyond 15 be carried over to the following semester for load balancing. However, the faculty member may be paid for those hours with dean and VPI approval.)** Spring 06 assignment is one hour below 15; this now equalizes the one-hour carryover from Fall 06. For Fall 07, either an overload TCS or Type C banking should be done for the 2-hour overload class; however, the 1 hour remaining (over fifteen) should be carried over to the next semester as load balancing. For Spring 07, the person is at fifteen hours but has 1 hour carried over from the first three semesters. This person should be paid for one hour (.067 FTE-lecture) on a memo from the VPI to balance the 4-semester load balancing period. It is preferred that the memo be issued toward the end of the semester.

Example:	Assigned Load		Standard Regular Load		Load Balancing	
	Semester	Cumulative	Semester	Cumulative	Overload	Balance
Semester 1	16	16	15	15	0	1
Semester 2	14	30	15	30	0	0
Semester 3	18	48	15	45	2	1
Semester 4	15	63	15	60	1	0
Paid Regular/Overload				60	3	

3. What is a formula hour?

A formula hour is defined as:

- 18 catalog hours of lecture/discussion mode assigned in a semester
- 24 catalog hours of lab/shop/clinic mode assigned in a semester

4. How do I calculate formula hours?

- For lecture/discussion mode, the calculation is catalog hours divided by 18 equals formula hours.
- For lab/shop/clinic mode, the calculation is catalog hours divided by 18 multiplied by .75 equals formula hours.

If I taught only **lecture** classes, I'd have to teach **270** hours per semester to equal fifteen formula hours.

If I taught only **lab** classes, I'd have to teach **360** hours per semester to equal fifteen formula hours.

5. How do I convert formula hours to FTE?

The attached sheet provides a formula hour to FTE conversion for both lecture and lab. It also includes conversions for different length classes. In the very first column, a 'contract hour/week' equals a 50-minute meeting a week.

6. Can I use load balancing to extend my sick leave (e.g., maternity leave) or other type of leave to help minimize the amount of leave I must report/use?

No, load balancing is not intended to supplement the leaves offered faculty. Also, in the fourth semester, load balancing should be spread over the entire semester.

7. How much overload can faculty be scheduled for?

A regular faculty assignment is approximately 15 formula hours; by mutual consent, extra service beyond this regular assignment is allowed. Preference for overload assignments is per the LRCFT contract Article 4.5. The amount of overload assignment should be reasonable and ensure academic quality. Deans may want to contract their Vice President of Instruction to determine a reasonable amount of overload. Overload should not exceed .600 FTE.

If you have questions, please contact Ryan Cox at x3116.

**Los Rios Community College District
Formula Hours Equated to FTE**

15 Formula Hours = 1 FTE Lab Hour = .75 of a Lecture Hour			
Catalog Hours	Formula Hours ¹	Lecture	Lab
9	0.5	0.033	0.025
18	1.0	0.067	0.050
27	1.5	0.100	0.075
36	2.0	0.133	0.100
45	2.5	0.167	0.125
54	3.0	0.200	0.150
63	3.5	0.233	0.175
72	4.0	0.267	0.200
81	4.5	0.300	0.225
90	5.0	0.333	0.250
99	5.5	0.367	0.275
108	6.0	0.400	0.300
117	6.5	0.433	0.325
126	7.0	0.467	0.350
135	7.5	0.500	0.375
144	8.0	0.533	0.400
153	8.5	0.567	0.425
162	9.0	0.600	0.450
171	9.5	0.633	0.475
180	10.0	0.667	0.500
189	10.5	0.700	0.525
198	11.0	0.733	0.550
207	11.5	0.767	0.575
216	12.0	0.800	0.600
225	12.5	0.833	0.625
234	13.0	0.867	0.650
243	13.5	0.900	0.675
252	14.0	0.933	0.700
261	14.5	0.967	0.725
270	15.0	1.000	0.750
279	15.5		0.775
288	16.0		0.800
297	16.5		0.825
306	17.0		0.850
315	17.5		0.875
324	18.0		0.900
333	18.5		0.925
342	19.0		0.950
351	19.5		0.975
360	20.0		1.000

¹ Formula Hours = Catalog Hours/18.