



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resources**  
**Load Sheet Memo & Sample**



This document is intended to help in filling out your Load Sheet. It is not intended to be a substitute for reading the relevant Contract Articles. Please refer to the Contract Articles referenced below for more details.

Keep the following criteria from the District-FA Contract in mind as you review your Load Sheet.

- The Full-time Load obligation is 30 CAHs per Academic Year or an average of 15 CAHs, aggregate effect, per semester. (Articles 10C; 10D.1)
- Overload refers to Load that exceeds an aggregate effect of 30 CAHs during an Academic Year.
- Overload can be workload banked, carried over as unbanked carry over, or paid as salary. You need to designate your preferred method of compensation prior to the beginning of the Term when you will work the overload. (Article 12-2A.1b)
- The aggregate effect of overload is 50% of a Full-time Load over any given Academic Year. It is possible to be assigned more than 50% overload aggregate effect under special circumstances. (Article 10D.11)
- Prior Unbanked Carry Over refers to Unbanked Load that is either an overage or an underage prior to this Academic Year.
- Current Unbanked Carry Over refers to any overage or underage this Academic Year.
- If Unbanked Carry Over exceeds 5 CAHs, then you have up to 2 Academic Years to bring it to 5 CAHs or less. Conversely, if you have an underage, the District has to help you bring the balance to zero (or up to a positive 5 CAHs balance) within 2 Academic Years. (Article 10D.9)
- If you are working off an Unbanked Carry Over that exceeds 5 CAHs, you can move some to banked load if there is room in your banked load account. Or, you can reduce your Load and be paid as if you worked. You have up to 2 Academic Years to do so. (Article 10D.9)
- Up to 6 CAHs may be workload banked each semester, for a total of 17 CAH maximum in banked load. Use the Workload Banking Request Form. (Article 12-2B.1c)

# Sample Load Sheet

05/23/2013

Las Positas College  
Academic Year 2012-2013

REPORT: SWOINAS.LPC

INSTRUCTOR: SMITH, J      ID: W9999999      DIV: DIV II - LPC

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
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Fall 2012								
GNST 9	093	1.70 HOURS	TBA21046		08/20	12/21		
	M	16:00-17:50	21046	4213	08/20	12/21		
HUMN 7	V01 T R	12:30-13:45	20979	2033	08/20	12/21	.20	3.00
HUMN 10	093 T	16:00-18:50	20403	2203	08/20	12/21	.20	3.00
HUMN 10	V01 M W	11:00-12:15	21223	2460	08/20	12/21		
HUMN 28	V01 M W	12:30-13:45	20402	1826	08/20	12/21	.20	3.00
HUMN 44	V01 T R	14:00-15:15	20897	2420	08/20	12/21	.20	3.00

OTHER LOAD CREDIT:            2.00      FOR: OTHER LOAD

TEACHING HOURS:    A= 15.00 B=            C=            OTHER= 3.70 TOTAL:    18.70  
CAH HOURS:            A= 12.00 B=            C=            OTHER=            TOTAL:    12.00

Spring 2013

HUMN 6	V01 T R	11:00-12:15	31748	2204	01/22	05/31	.20	3.00
HUMN 10	093 W	16:00-18:50	31186	2450	01/22	05/31	.20	3.00
HUMN 28	V01 M W	12:30-13:45	30367	2480	01/22	05/31	.20	3.00
HUMN 44	V01 T R	14:00-15:15	30742	2420	01/22	05/31	.20	3.00

OTHER LOAD CREDIT:            2.00      FOR: OTHER LOAD

TEACHING HOURS:    A= 12.00 B=            C=            OTHER=            TOTAL:    12.00  
CAH HOURS:            A= 12.00 B=            C=            OTHER=            TOTAL:    12.00

Prior (Unbanked) Carry Over Load:            5.00  
CAH Year total:                                    28.00  
Current (Unbanked) Carry Over:                3.00  
  
Workload Banked Balance:                        6.00

INSTRUCTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.