

Overload Pay in the 8-week Model

Background

Instructors with a load in excess of 15 hours and the total student headcount exceeded 75 on either the last day of registration or last day of add/drop for the semester are entitled to overload pay. Currently, the payment for 16-week overloads is paid in four equal installments in the months of September – December during the fall semester and February – May during the spring semester. Currently, overload pay due for second 8-week courses is paid in two-installments, in the latter half of the semester.

New Policy

As we move into the new 8-week model, the College’s goal is to maintain as much continuity in the payroll process as possible. Therefore, overloads will be determined by instructor’s scheduled load for the semester along with a combination of actual headcount in for the first 8-weeks and estimated headcount for the second 8-weeks.

Example 1:

Instructor’s Scheduled Load:

Section	Student Headcount	Load	Term
EXPL – 1001 – 1101	17	3	FA20/1 (First 8-Week)
EXPL – 1001 – 1102	21	3	FA20/1 (First 8-Week)
EXPL – 1001 – 1103	16	3	FA20/1 (First 8-Week)
EXPL – 1001 – 1201	15 (estimated)	3	FA20/2 (Second 8-Week)
EXPL – 1001 – 1202	15 (estimated)	3	FA20/2 (Second 8-Week)
EXPL – 1001 – 1203	15 (estimated)	3	FA20/2 (Second 8-Week)
Totals	99	18	

In this example, the instructor will be paid for a 3 hour overload in four monthly installments from September – December.

Estimated student headcount should be a reasonable figure based on historical enrollment or data-driven projections. These estimates are particularly important for courses that have been made with an exception to the 15 student minimum. Headcount estimates should be developed by instructors, approved by department chairs, and submitted to Human Resources by the last day of first 8-week registration.

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Board Policy Reference: DJ LOCAL

Example 2:

Instructor's Scheduled Load:

Section	Student Headcount	Load	Term
EXPL - 1001 - 1101	7	3	FA20/1 (First 8-Week)
EXPL - 1001 - 1102	10	3	FA20/1 (First 8-Week)
EXPL - 1001 - 1103	5	3	FA20/1 (First 8-Week)
EXPL - 1001 - 1201	8 (estimated)	3	FA20/2 (Second 8-Week)
EXPL - 1001 - 1202	9 (estimated)	3	FA20/2 (Second 8-Week)
EXPL - 1001 - 1203	7 (estimated)	3	FA20/2 (Second 8-Week)
Totals	46	18	

In this example, the instructor would not be paid an overload, as they will not have met the 75 student headcount threshold. Consistent with the existing overload policy, exceptions may be made to the 75 student headcount threshold with approval from the Vice President of Academic Affairs.

16-week courses will continue to be treated the same in the calculation of the instructor's load.

Example 3:

Instructor's Scheduled Load:

Section	Student Headcount	Load	Term
EXPL - 1001 - 5001	17	3	FA20/16 (16-Week)
EXPL - 1001 - 5002	21	3	FA20/16 (16-Week)
EXPL - 1001 - 1101	16	3	FA20/1 (First 8-Week)
EXPL - 1001 - 1102	18	3	FA20/1 (First 8-Week)
EXPL - 1001 - 1201	15 (estimated)	3	FA20/2 (Second 8-Week)
EXPL - 1001 - 1202	15 (estimated)	3	FA20/2 (Second 8-Week)
Totals	102	18	

In this example, the instructor will be paid for a 3 hour overload in four monthly installments from September – December.

Contingencies

Headcount

If a second 8-week class fails to meet the 15-student minimum threshold (or estimated headcount if beneath that figure) due to lower than expected enrollment, the instructor will still be entitled to the overload pay based on scheduled load provided they:

- Teach the course with the lower enrollment; or
- Perform other duties (e.g. tutoring, course development) of equivalent workload.

The Vice President of Academic Affairs shall have sole discretion in the determination of whether a course will be deemed to have made in the event of lower than anticipated enrollment, and the assignment of additional duties in the event of a scheduled course failing to make.

Instructor Cancellation

If at the request of an instructor, a second 8-week class is cancelled or rescheduled to a different time and subsequently fails to meet the 15 student minimum threshold (or estimated headcount if beneath that figure), overload pay for the semester will immediately cease, and any overload pay received by the instructor will be deducted from the instructor's paychecks in even installments over the remainder of the semester.

Additional Second 8-Week Courses

No change is proposed to the manner in which the college would handle second 8-week overload pay when the course is scheduled after the last day of first 8-week registration. If an instructor chooses to teach second 8-week course(s) that were not scheduled as of the last day of first 8-week registration, the overload pay for those courses will be determined as of the last day of second 8-week registration or the last day of add/drop for second 8-week courses, and paid in two installments over the last two months of the semester. **This is consistent with how the College currently pays overloads for second 8-week courses.**

Unique Circumstances

The examples provided are intended to cover a majority of the situations an instructor may face. The administration understands that there are unique circumstances affecting the loads of some faculty. Those circumstances will be addressed on an individual basis by the Vice President of Academic Affairs.