

Know Your Rights!

Overload and Banked Workload Credits

According to the University Policy Regarding Teaching Load, the workload for tenured and tenure track Faculty is the equivalent of 24 credit hours of teaching per academic year. See the *Collective Bargaining Agreement* ([CBA](#)), Addendum D (p. 131).

Academic unit and regional campus handbooks should specify the workload equivalence of various other responsibilities such as research, special service and advising over and above the level expected for all Faculty, and services of an administrative nature. See CBA Article VI, Section 7.E-G (pp. 20-21) and Article IX, Section 2.C (pp. 43-44).

If your combined workload for Fall and Spring semester of any academic year indicates that you have been assigned more than the equivalent of 24 credit hours of teaching or other workload equivalent, you are being asked to take on an overload assignment.

- You have the right to refuse overload assignments.
—See CBA Article IX, Section 6 (p. 50).
- You have the right to be compensated for any overload assignments.

The CBA requires compensation for all Faculty who take on an overload assignment:

- “Payment for such [overload] assignments is made on the basis of the appropriate percentage of the Faculty member’s base annual contract salary (1/24 of base annual contract salary for each workload credit hour)”
—CBA, Article IX, Section 6 (p. 50).

Occasionally, your Chair, Director, or Dean may ask you to have overload credits “banked” rather than paid out as overload pay in that academic year. This should be reflected as an “IOU” on your workload statement.

- The CBA requires that any “banked” workload credits (credits for work performed in an academic year but for which the Faculty member has not yet received compensation) be listed on your workload statement along with the conditions in which such hours may be used.
—See the MOU Addressing “Banked” Workload, CBA (p. 145).

If you believe that you are being required to take on an overload assignment, have not been adequately compensated for an overload assignment, or have banked workload hours that are not appearing on your workload statement **contact KSUFA at (330) 673-9118 or office@ksufa.org**.