

LOAD BANKING

Regarding: Professional Obligations while on Load Banked Release Time

First, may I wish you a restful and/or productive break from regular teaching obligations while on load banked release time during Fall 2004.

This memo is intended to clarify contractual obligations to the District during that time. You will find references to this information in Article XXII, Section A, #5 and #6 and Article X, Section G of the Agreement between Riverside Community College District and Riverside Community College Chapter CCA/CTA/NEA.

Your banked hours provide a reduction of load, not a leave, as defined in Article XIII, Leaves. You are not excused from responsibilities enumerated in Article X, Section G. These include:

- Planning, selection, and preparing instructional material;
- Program development;
- Professional activities;
- Committee assignments;
- Department and faculty meetings;
- Serving on selection and evaluation committees;
- Student conference and student supervision;
- Record keeping;
- Supervising student organizations and extra-curricular activities;
- Supervising instructional aids and tutors;
- Student evaluation;
- District promotional activities;
- Student counseling and advising;
- Staff development (read FLEX hours);
- Maintaining subject matter competency;
- Attendance at graduation exercises;
- Other assignments that are determined by the District to be appropriate for effective operation.

Should you have any questions please feel free to contact me.