

**Memorandum of Understanding**  
**between the**  
**Palomar Faculty Federation**  
**and the**  
**Palomar Community College District**

1. When overload assignments are banked for leave purposes, as provided in *Article 9 – Leaves* of the collective bargaining Agreement, they shall be recorded as a percentage of a Faculty Member’s normal load in the discipline of that overload assignment. (For example, in disciplines for which fifteen [15] student contact hours constitute a full load, one 3-hour class is equivalent to twenty percent [20%] of a full load.)
2. Overload counseling and library services, other than class instruction, shall be banked as a percentage of thirty (30) hours. (For example, six [6] hours of overload counseling or library service is equivalent to twenty percent [20%] of a full load.)
3. If Faculty Members complete overload assignments in disciplines other than their primary assignment, they may bank those overload assignments as provided in paragraphs one and two, above, and as provided in *Article 9 – Leaves*.
4. When Faculty Members have banked the equivalent of one hundred percent (100%) of a semester’s full load they shall be eligible for a full semester of Load Bank Leave under the terms of *Article 9 -- Leaves*.

**Date:** October \_\_\_\_, 2005

**For the Federation:**

**For the District:**

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**Co-President**

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**Asst. Supt. for Human Resources**

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**Co-President**