

**MEMORANDUM OF UNDERSTANDING  
REGARDING NEW BANKING FORM**

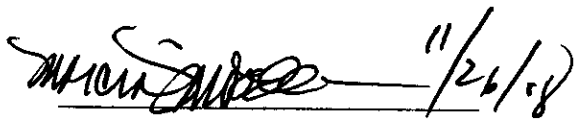
**November 25, 2008**

The intent of this MOU is to include in the contract a new form jointly created by the Office of Academic Affairs and the Faculty Association in support of Article 21.3. This new form will be used when faculty are asked to create an "appropriate plan" that reduces a faculty member's banked hours.

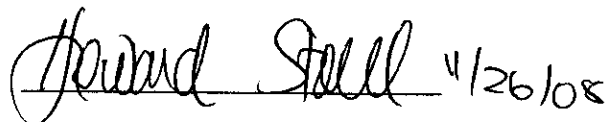
Therefore, the District and the Faculty Association agree as follows:

1. **Appendix T:** Appendix shall include the new Bank Usage Form. A copy of this new form is attached below.
  
2. **Article 21 Change:** Article 21.3 shall be amended as shown:

21.3 Any full-time tenured or probationary faculty member may earn LHEs for his or her bank. The maximum to be earned in an academic year shall not exceed 12.0 LHE. The cumulative balance in a faculty bank shall not exceed 30 LHE. During any semester in which a faculty member's bank exceeds 30 LHE, the faculty member may not bank any additional hours until the next semester in which the faculty member's bank is equal to or less than 30 LHE. When a faculty member's bank reaches 24.0 LHE, the faculty member shall file an appropriate plan of how the bank will be used with the Vice President, Academic Affairs. ~~The Vice President, Academic Affairs shall develop guidelines for what constitutes an "appropriate plan."~~ **When a faculty member's bank reaches or exceeds 30.0 LHE, the faculty member shall complete the Bank Usage Form found in Appendix T to identify how they intend to reduce their** ~~For full-time faculty who have balances that exceed 30.0 LHEs the plan shall provide for reduction of the bank to 30.0 or fewer LHEs~~ within four consecutive semesters. Nonfulfillment of the submitted plan will result in the Vice President, Academic Affairs directing an appropriate plan for compliance. An "appropriate plan" shall not include payment for banked LHEs without the faculty member's consent. By October 15 of each year, the District will give the Association a list of faculty who have submitted a plan or who have received a directed plan.

 11/26/08

For the District

 11/26/08

For the Faculty Association

**SANTA MONICA COMMUNITY COLLEGE DISTRICT – OFFICE OF ACADEMIC AFFAIRS  
USAGE PLAN FOR BANKED HOURS**

This Usage Plan Form helps you build an appropriate plan to reduce your banked hours to 30.0 or fewer LHEs, as described in Article 21.3. Per the agreement between the Faculty Association and the District, you must submit a plan to the Vice President of Academic Affairs regarding how you intend to use this banked time. In addition, while your banked hours exceed 30 LHE, you may not bank any additional hours until your bank balance falls below 30.0 LHE. Submit your plan to the Office of Academic Affairs by **Monday, October 6, 2008**.

NAME:	DEPARTMENT:	BANK BALANCE AS OF FALL, 2008:
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**USAGE OPTIONS**

	<p>I intend to take a semester off. Please specify Term: _____ Year: _____          (While on semester leave, you utilize 15 hours from your bank to receive full compensation when not teaching any classes. This leave must be approved in advance by your department chair and the Vice President of Academic Affairs)</p>
	<p>I intend to accept a reduced assignment. Please specify banked hours you plan to use: _____ LHE          Term: _____ Year: _____          (While on a reduced assignment, you utilize hours from your bank to receive full compensation when teaching less than your contract load of 15 LHEs)</p>
	<p>I intend to accept pay during intersession. Please specify Term: _____ Year: _____          (While on an intersession leave, you utilize hours from your bank to receive full compensation when not teaching. Intersession leave shall be paid at a faculty member's current overload rate for a total of 6 LHEs)</p>
	<p>I intend to use my banked hours to be paid for an overload assignment. Please specify banked hours you plan to use: _____ LHE Term: _____ Year: _____          (When on an overload assignment, you utilize hours from your bank for a total of 6 LHEs during any semester. As described in Article 6.9, overload assignments shall be paid at a faculty member's current overload rate)</p>

SIGNATURE:	DATE:
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*David W. [Signature]* LHE  
11/26/08