



Solano Community College District

Faculty Underload Acknowledgement and Scheduling Agreement

Print Employee Name: _____ Employee ID: _____

The faculty member named above has an underload in excess of 20% of a full-time instructional, counseling, and/or librarian assignment. This underload occurred because of the following:

FTE: _____ (semester: _____)

FTE: _____ (semester: _____)

FTE: _____ (semester: _____)

FTE: _____ (semester: _____)

Total FTE: _____

The current salary value of this underload is \$ _____, which I will owe the college at the end of four (4) semesters or the time of my resignation and/or retirement from the District, whichever occurs first. If I do not make up this underload, I agree to restore my load to 100% by doing one or more of the following (*please rank from 1 to 7 in your desired order, with 1 being the most desirable*):

_____ Using my banked FTE to reduce or eliminate my underload; my current banked total is: _____

_____ Converting a proposed overload class section to base load to eliminate/reduce my underload.

_____ Accepting an assignment >100% to eliminate or reduce my underload

_____ Taking a voluntary reduction in load for my base salary, while teaching a full load. The class(es) beyond my reduction will be used to eliminate/reduce my underload. Faculty who are 55 years of age or older may participate in the STRS reduced workload program, which enables them to reduce their workload and salary without reducing their service credit or benefits.

_____ Teaching a class during the summer session for no additional pay in order to eliminate/reduce my underload.

_____ Voluntarily reducing my workload and salary/service credit in the current semester.

_____ Reimbursing the district for the amount of unearned salary, as noted above. Arrangements to pay back the overpayment will be made through the Fiscal Services department. Note: reimbursement of the overpayment will also result in an adjustment (reduction) in service credit reported to the retirement system. (STRS or PERS/Social Security). Income taxes will not be refunded, and must be adjusted when the faculty member files his/her personal income taxes.

I will work cooperatively with my supervisor to make up my underload within 12 calendar months. I understand and agree to the conditions outlined above. See attached plan.

Faculty Member's Signature

Date

School Dean's Signature

Date