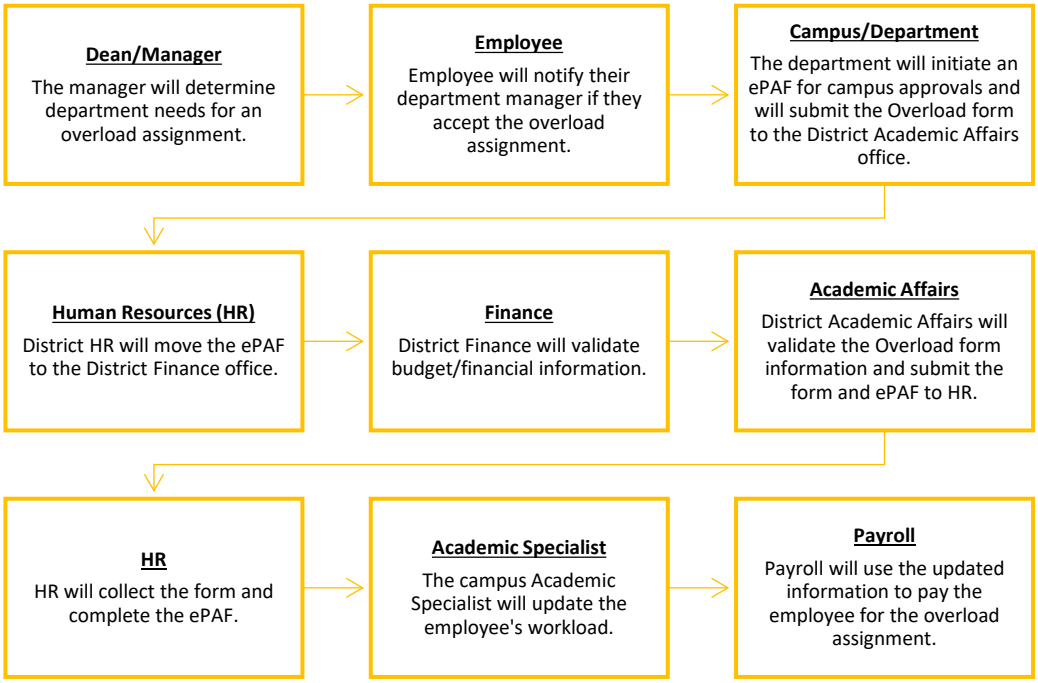
Overload Guide

Please carefully review the chart and full guide to learn how the process for an overload works.

Below is a chart of the process for an overload request to be completed.



Employee/Faculty

What is an overload assignment?

An overload assignment applies to part-time faculty who are hired to temporarily work more than the maximum 67% workload for part-time faculty members. The overload assignment is like a long-term substitute assignment, but they are not the same.[1] Part-time faculty can be overloaded during the academic year, but they do not need to be overloaded in the summer semester because there is no maximum to how much they can work for summer.

The faculty member will return to their regular 67% maximum workload cap once the overload assignment is complete.

Are there limitations to how long faculty can be overloaded?

Yes, part-time faculty members cannot be overloaded for more than two (2) semesters in any three (3) consecutive year period.

What counts as the academic year?

The academic year starts from flex day to the last day of instruction for the fall and spring semesters. Days outside of the first and the last day of instruction do not count as part of the academic year (e.g. intersession or summer session).

[1] Refer to the Long-term Substitute (LTS) Guide in the training section of the PCCD HR site for information on LTS assignments.

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What documents do I need to fill out and where can I find them?

You do not need to fill out any documents, but your department will need to complete an Overload form and submit it to the District Academic Affairs department.

Will I receive full benefits if I have an overload assignment?

Please contact the Benefits Office via email at benefits@peralta.edu or by phone at (510) 466-7229 for information about benefits. Part-time faculty who have an overload assignment **do not** qualify for full benefits coverage.

How will an Overload assignment affect my salary?

Part-time faculty who are overloaded will continue to receive their regular hourly rate based on the type of assignment they are working. The total pay will increase depending on the amount of workload/FTE.

Below is an example of how a part-time faculty's salary might change during the semester that they are being overloaded. The example shows a rough estimate by converting the workload to equated hours and multiplying it by the semester length of 17.5 weeks, and the faculty's hourly rate.[2]

Example:

Instructional hourly rate is $94.49

Part-time FTE: 67%

[(67/100)*15] * 17.5 * 94.49 =
~$16,535.75 total pay for the semester

Overload FTE: 90%

[(90/100)*15] * 17.5 * 94.49 =
~$22,323.26 total pay for the semester

Campus/District

The department will need to fill out the Overload form. You can find the Overload form by visiting the Academic Affairs site in web.peralta.edu or the following link: https://web.peralta.edu/academicaffairs/documents/adjunct-overload-form/

Where can I find examples of how to initiate an Overload ePAF?

You can find examples by visiting the HR website and clicking on the ePAF Guides icon (https://web.peralta.edu/hr/epaf-guides/).

You will need to list the following information on the ePAF:

1. The correct FTE.

[2] Equated hours are the total hours after the faculty's assignments have been converted based on the assignment type.

2. The dates of the overload assignment.
3. Correct budget information.

Please note that the ePAF may be returned if there are any errors or if the information does not match the Overload form. **Errors regarding FTE, budget information, etc. will slow down the approval process, and might cause a delay to the faculty's pay if everything is not complete by the Payroll deadline**.

Contact:

- **Employee:** If you have questions relating to their availability for the assignment.
- **HR:** If you have questions about how the overload process works.
- **Campus Business Office or District Finance:** If you have questions about the budget (e.g. budget transfer, budget journal, memo, etc.).
- **Academic Affairs:** If you are a manager and need access to the faculty's **Term Workload** screen.

What happens after I initiate the ePAF?

The ePAF will go through the campus approvals until it reaches the District. All employee documents should be submitted to the Academic Affairs office at the District after the ePAF has been initiated. Documents must be approved by District personnel and no changes will be made to an employee record without the supporting documents.

Human Resources

The HR office checks the ePAF when it gets to the HR queue the first time, and then moves it forward to the Finance office. The ePAF will go through District approvals and then it will go back to HR. The HR Generalist will complete the ePAF after the faculty's Overload form is approved by Academic Affairs and in the HR office.

Updates can only be made before the Payroll deadline, which means that faculty information will not be updated right away if HR receives the ePAF or documents late. Information will be updated the following month if the Payroll deadline has passed.

Academic Affairs

Academic Affairs will verify if the faculty member qualifies for the overload assignment and will approve or deny the request based on eligibility. If approved, Academic Affairs will lift the 67% cap from the faculty's Term Workload so that the campus Academic Specialist can enter the faculty's workload.