Did you know that you can bank your overload credits and use them in future semesters to establish your full time workload?

Article 8.3.5 "Overload" details the policies around overload. Our CBA put into place a few new policies that you may not know about, but that you may find very beneficial:

- You can bank up to a total of 4 credits, which can be applied toward your workload in a future semester.
- There is no expiration of credits you have banked.
- You may be assigned overload based on "student needs," but you cannot be forced to take overload consecutive semesters without your permission.

FAQ:
Q: "Who keeps track of banked credits?"
A: The administration is developing a system of tracking banked credits. For the time being, the person in charge of scheduling for your program (department chair, program coordinator, etc.) completes a Workload Report and submits it to the Office of Academic Affairs, in which the number of overload credits to be banked or to be used from the bank are reported. Until a robust system is established for tracking, we strongly encourage you to keep track of your banked hours and to ask your scheduling coordinator for a copy of your Workload Report.

Q: "How do I inform the administration I want to bank my credits?"
A: You should be working closely with the person who does scheduling for your program to determine your workload, number of overload credits, and whether you want to bank or use banked credits. Send an email to your scheduling coordinator explicitly stating how many overload credits you wish to bank. You are also encouraged to cc Regan McCormick <rnmccormick@plymouth.edu> in the Office of Academic Affairs, who has been handling overload letters.

Q: "I just received my overload letter. It tells me how much I will be paid for overload, but it does not state how many overload credits I will have, nor does it reflect my request to bank overload credits. What should I do?"
A: Banking overload credits is a new system for the administration, and they have not yet ironed out all the issues. We have requested that, in future semesters, overload credits will explicitly state the number of overload credits you have, and how many are being banked. Additionally, we have asked that the letters have a place for you to request to bank credits, if that was not previously handled in the Workload Report. For the time being, you are encouraged to contact the Office of Academic Affairs, ask how many overload credits you have, let them know if you want to bank any, and request your overload letter state how many are being banked. Be sure to cc: your scheduling coordinator on these communications.

Q: "I am trying to decide whether to bank my overload credits or be paid out. What is the pay rate for overload?"
A: The overload rate is given in Article 15.4.1 of the CBA. It is $1400 per credit for Spring 2019, and will go up to $1500 per credit as of July 1, 2019


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