# *East Los Angeles College Instructor Schedule Matrix*

**Sem/Yr** **Spring** **2011**

| ITEM # | Subject and Number | Times and Days | Room | Load Hours: Contract | Load Hours: Hourly | Load Hours: 0.5 x Hours in Excess Work Block | Load Hours: Load Bank (w/Prior Approval*) | Remarks |
|---|---|---|---|---|---|---|---|---|
| **Teaching:** | | | | | | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| | | **Teaching SUBTOTALS:** | | 0.0 | 0.0 | | | |
| **Non-Teaching:** | | | | | | | | |
| OH | *Office Hours* | Times and Days | Room | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| | Previous ____ | | hrs distributed | | | | | |
| | or | | | | | | | |
| | **Underload** ~~of~~ ____ | | hrs distributed | | | | | |
| | Previous **Load Bank** Balance of ____ | | hrs distributed | | | Distribute Excess Work Block | | <--- Previous Load Bank Balance |
| | Excess work block hours --> | | | | | | | <--- Previous Load Bank Balance |
| | | | **TOTALS:** | Contract | | | Load Bank* | ---> * Contract on file? Y/N: ____ |

| | |
|---|---|
| Contract **Overload Hours** Resulting From This Schedule: | ↵ |
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"I agree to teach these classes to the course outlines of record, as specified by Title V sections 55002 (a)(4), (b)(4) and 55201 (b)(2)."

| | | |
|---|---|---|
| Committees: DE, TPSC | | |
| Other: | | |

**Schedule Pattern by Item #**

| Hr | M | T | W | Th | F | Sat | Sun |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| 7:25 | | | | | | | |
| 9:00 | | | | | | | |
| 10:35 | | | | | | | |
| 12:10 | | | | | | | |
| 1:45 | | | | | | | |
| 3:30 | | | | | | | |
| 5:15 | | | | | | | |
| 6:50 | | | | | | | |
| 10:00 | | | | | | | |

(Show matrix items in **excess work block hours** in parentheses.)

Hourly **Seniority Number** for Semester Being Scheduled - 1st List: ____ 2nd List: ____

**Number of Work Blocks:** ____

**Doe** **John** **123456**

Printed Instructor Name - Last, First Emp Num

Instructor Signature Date

Department Chair Date

Dean Date