

*(The text below is extracted from the Memorandum of Understanding (MOU) dated December 16, 2016 related to "Banked" Workload Hours.)*

1. In any and all cases where workload hours are "banked", the Faculty member's workload statement will clearly specify the conditions under which "banked" hours may be used.
2. In no case will "banked" workload hours be used in a manner that conflicts with University Policy, the *Collective Bargaining Agreement*, or the academic unit's Faculty handbook.
3. Faculty members who are planning to retire or voluntarily separate from the University, and who have "banked" workload hours, are strongly encouraged to discuss their plans with their unit administrator before the start of their final semester at the University. When notified of an upcoming retirement or voluntary separation at least thirty (30) days before the start of the Faculty member's final semester, the unit administrator is strongly encouraged to include all "banked" hours when assigning the affected Faculty member's workload.
4. If a faculty member notifies the University of his/her retirement or voluntary separation later than thirty (30) days before the start of his/her final semester, but at least sixty (60) days prior to the end of the regular academic year, as required by Article XVIII, Section 2 of the *Collective Bargaining Agreement*, and "banked" workload equivalency has not been used, no more than three (3) hours may be paid as salary. This payment is permitted only if the Faculty member is retiring or voluntarily separating from the University. Such payment is subject to review by the Provost and will be approved absent unusual circumstances articulated in writing by the Provost.