

FLEX Contract Information

What is the FLEX requirement?

In lieu of 10 days of instruction each year, faculty members are required to participate in FLEX activities, which include, but are not limited to, professional development activities.

California Code of Regulations, Title 5, Article 2, Section 55724, details the permitted activities in which college personnel may be engaged during designated staff, student, and instructional improvement days (FLEX Calendar Program).

When filling out your FLEX Contract, there are nine (9) types activities that you may list: (A) *Instruction & Evaluation*; (B) *Staff Development, In-Service Training & Instruction Improvements*; (C) *Program & Course Curriculum, or Learning Resource Development & Evaluation*; (D) *Student Personnel Services*; (E) *Learning Resource Services*; (F) *Student Advising, Guidance, Orientation, Student Success Services, Student, Faculty, and Staff Diversity*; (G) *Department or Division Meetings, Conferences & Workshops, and Institutional Research*; (H) *Other Duties assigned by the District*; (I) *Improvement of Instruction, Administration or Student Services*. It is your responsibility to indicate the types of activities you are claiming for FLEX and to provide enough information so that your Dean or Director is able to approve the activities as meeting your yearly (*full-time faculty*) or semester (*part-time faculty*) obligation.

How much time are faculty members required to spend in fulfilling their FLEX obligations?

Your FLEX obligation is based on your status as full- or part-time faculty. Full-time faculty members have an annual obligation (fall and spring) of 60 hours. Part-time faculty members have a per-semester obligation, which is calculated by multiplying 1.5 times the number of hours taught per week or the number of hours of service per week (for counselors) (e.g. if you teach 3 hours a week, you multiply 3 x 1.5, which gives you a total of 4.5. This (4.5) is the total number of FLEX hours with which you have to comply for this semester).

How do I fill out a FLEX contract?

Links to the FLEX contracts will be emailed to you from your Dean's Office during the 3rd week of instruction. The FLEX contract will contain instructions for completing the form and sending to your appropriate Dean's Office.

Part-time faculty may NOT use office hours to fulfill their FLEX obligation.

4.18 Temporary faculty who have an assigned teaching load of 40% and above shall be paid for 18 office hours during the semester. Temporary faculty who have an assigned teaching load of 20% to 39.9% shall be paid for 9 office hours during the semester, commencing on the 2018-19 academic year. The hours shall be paid an hourly rate based on Appendix B-4 (Temporary, Part-Time and Full-Time Overload Two Thirds Laboratory/Hourly faculty Salary Schedule), Column D, Step 9. Pay for these hours will be equalized over five months per semester. Office hours are considered professional ancillary services for employees hired as part-time temporary employees pursuant to Section 87492.5(a) of the Education Code and no office hours can be counted as flex credit.