

## Memorandum

**TO:** All SMCCCD Faculty

**FROM:** Arielle Smith, District Academic Senate President, SMCCCD

**RE:** Flex Obligations for 2023-2024 Academic Year

**CC:** College Presidents, Vice-Presidents, Deans, and Flex Coordinators

The SMCCCD provides a flexible calendar for staff development in accordance with California Code of Regulations, Title 5, Division 6, § 55724\*. There are six (6) Flex Days in the 2023-2024 academic calendar:

- Monday and Tuesday, August 14 and 14, 2023, and Wednesday, October 11, 2023
- Thursday and Friday, January 11 and 12, 2024, and Thursday, April 18, 2024

Per Title 5, all Flex Day obligations are on "flexible time." All faculty members are encouraged to attend Opening Day activities on Monday, August 14, 2023 and other special activities at each college on Tuesday, August 15, 2023. As of 2018, SMCCCD requires mandatory attendance at two Flex Days for full-time faculty, while the other four Flex Days remain on flexible time. **The mandatory Flex Days for full-time faculty are August 15, 2023 and January 12, 2024.**

Per article 7.11 of the AFT contract, faculty members on a regular academic year contract shall participate in Flex Days as part of their basic assignments. Regular faculty will be expected to participate in Flex Day activities for five (5) hours per Flex Day (for a total of 15 hours per semester). Apart from the two mandatory Flex Days per year, additional activities may be conducted at any time during the year between June 1, 2022, and May 31, 2023. Activities will be self-certified, reported on the form attached, and submitted to the appropriate Division Dean upon completion.

### **Full Time Submission Due Dates: FALL - December 15<sup>th</sup> SPRING - June 15<sup>th</sup>**

Post-retirement and part-time faculty who are scheduled to teach on the same day of the week that a Flex Day occurs may receive compensation for reported Flex activities up to the total number of hours normally worked on that day(s).

**Further, hourly faculty who are NOT scheduled to teach on the day of the week a Flex Day occurs may participate in the District-sponsored Flex activities and receive compensation at the special rate for up to 5 hours per Flex Day.\*** All Flex activities must be conducted during the year between June 1, 2023, and May 31, 2024. Additional hours will not be compensated. In addition to the reporting form, hourly faculty must submit a timesheet to their Division Dean in order to receive pay. *Flex Days for post-retirement and hourly faculty MUST be reported during the semester in which they were observed but NO later than December 15<sup>th</sup> for Fall semester and June 15 for Spring Semester.*

The purpose of flex days, according to Title 5, is to provide time for faculty to participate in "development activities related to staff, student, and instructional improvement."\* The activities below can be used to meet the Flex time obligation. Please check with your college Academic Senate President if you are in doubt about any other activity. Questions about this obligation or the process can be directed to your college Academic Senate President or your Division Dean.

**Activities which college personnel will be engaged in during flexible staff, student and instructional improvement days may include, but need not be limited to:**

1. Course instruction and evaluation
2. Staff development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty & staff diversity
7. Departmental or division meetings, conferences and workshops, and institutional research
8. Other duties as assigned by the district
9. The necessary supporting activities for the above

\*citations: California Code of Regulations, Title 5, Article 2. Flexible Calendar Operations, Section 55724) & per AFT contract

# SMCCCD Flex Activity Reporting Form

**Name:**

**Division:**

Date of Activity 1: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 2: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 3: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 4: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 5: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 6: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 6: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:**

**Date:**

**Please use additional sheets as necessary.**

Faculty Signature: Date: Division Dean Signature: Date:

*Please return this form to your Division Office no later than the end of business day December 15<sup>th</sup> (FALL) or June 15<sup>th</sup> (SPRING).*