

Memorandum

TO: All Faculty
FROM: Leigh Anne Shaw, District Academic Senate Governing Council President, SMCCCD
RE: Flex Obligations for 2016-2017
CC: College Presidents, Vice-Presidents, Deans and Flex Coordinators

There are six (6) Flex days in the 2016-2017 academic calendar:

- Monday and Tuesday, August 15 and 16, 2016 and Wednesday, October 12, 2016
- Thursday and Friday, January 12 and 13, 2017 and Wednesday, March 8, 2017

All Flex obligations are on "flexible time." All faculty members are encouraged to attend Opening Day activities on Monday, August 15 and other special activities at each college on Tuesday, August 16.

Full-time faculty can meet their Flex time obligation of 25 hours by participating in staff, student, and instructional improvement activities of their choice. These activities may be conducted at any time during the year between June 1, 2016, and May 31, 2017, outside of regularly scheduled workdays/hours. Five hours of professional improvement activities equal one Flex day. Activities will be self-certified, reported on the form attached, and submitted to the appropriate Division Dean upon completion. **Failure to report can result in the loss of time or wages, e.g., paid or unpaid leave.**

Full Time Submission Due Dates: FALL - December 15th SPRING - June 15th

Post-retirement and hourly faculty who are scheduled to teach during the day on scheduled Flex Days may report Flex activities up to the total number of hours normally worked on that day(s) in order to receive compensation. Those Flex activities may be conducted at any time during the year between June 1, 2016, and May 31, 2017, outside of regularly scheduled workdays. Additional hours will not be compensated. In addition to the reporting form, hourly faculty must submit a time sheet 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 15th for Fall semester and June 15 for Spring Semester.**

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 and 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

(citation: Title 5, Article 2. Flexible Calendar Operations, Section 55724)

SMCCCD Flex Activity Reporting Form

Name: _____ Division: _____

List of Professional Development Activities

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: _____

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 of December 15th for FALL Semester or June 15th for SPRING semester.***