

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 including "activities of professional growth which are designed to enhance the quality of instruction or service provided" (Collective Bargaining Agreement, Article 5.1)

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 (through the Flexible Calendar Program).

When completing your Flex Contract, there are nine (9) types of activities that you may list: (A) Course Instruction & Evaluation; (B) Staff Development, In-Service Training & Instructional Improvement; (C) Program & Course Curriculum, or Learning Resource Development & Evaluation; (D) Student Personnel Services; (E) Learning Resource Services; (F) Student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity; (G) Departmental or Division Meetings, Conferences & Workshops, and Institutional Research; (H) Other Duties as 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 (*for Full-Time faculty*) or semester (*for 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-time or part-time faculty. Full-time faculty members have an annual obligation (throughout the Fall and Spring semesters) of 60 Flex 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 (for instructional faculty) or the number of hours of service per week (for service faculty) (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 will need to comply for this semester).

How do I complete a Flex contract?

Faculty can access the current Flex contract link for their respective cluster via the Office of Instruction webpage [here](#). An initial email notice will be sent to all faculty from their Dean or Director's office at the start of each semester. The Flex contract will contain instructions for completing the form and will route directly to your appropriate Dean or Director for review upon submitting (all contracts are due by the end of Week 6). Faculty will receive a digital copy of their completed contract via email (from Jotform) once submitted.

***Note: Part-time faculty may not use office hours to fulfill their Flex obligation.**

(CCFT CBA Article 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.