

**SOLANO COLLEGE**  
**FLEX CAL ATTENDANCE REPORT**

**Fall 2018**

INSTRUCTOR NAME: \_\_\_\_\_

FULL-TIME  PART-TIME

DIVISION: \_\_\_\_\_

**FLEX ACTIVITIES ARE AVAILABLE TO ALL FACULTY (FULL-TIME AND PART-TIME)**

**FRIDAY FLEX ACTIVITIES (REQUIRED FOR FT FACULTY)**

DATE	EVENT	HOURS AVAILABLE	HOURS EARNED
AUGUST 10	MORNING SESSION	3 HOURS	
	AFTERNOON SESSION	1 HOUR	
	AREA MEETINGS	2 HOURS	
<b>TOTAL "A"</b>		6 HOURS	

Full-time faculty *must* submit absence reports for any hours absent from Friday's required events.

**ON-CAMPUS OPTIONAL FLEX ACTIVITIES**

DATE	LIST EVENT(S) BY TITLE – SEE PD PROGRAM FOR OFFERINGS	HOURS EARNED
AUGUST 9		
OCTOBER 9		
<b>TOTAL "B"</b>		

**ADDITIONAL FLEX ACTIVITIES**

DATE(S)	EVENT	HOURS EARNED
<b>TOTAL "C"</b>		

Additional activities *must* be pre-approved by the Dean with the Flex Cal Optional Hours Request form.

FLEX CREDIT	
TOTAL HOURS ("A" + "B" + "C") EARNED FALL 2018	

**CERTIFICATION STATEMENT**

Signatures verify that both the Instructor and the Dean agree this Attendance Report meets the purpose of the Flexible Calendar program.

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### **FLEXIBLE CALENDAR**

The Flexible (Flex) Calendar program allows participating colleges to provide opportunities for professional development *in lieu of* regular instruction. Flex is directed by the [Chancellor's Office](#) as stipulated by [Title 5 of the California Code of Regulations](#).

### **FLEX OBLIGATION**

All full-time faculty are required to complete 42 hours (12 required + 30 optional) of flex activities over the course of the academic year (July 1 to June 30). Any full-time faculty who do not meet this flex obligation or do not submit an absence report will receive a loss of pay. (CTA/SCCD Article 23.3)

Part-time faculty do not have required flex hours although they may submit for flex compensation. (CTA/SCCD Article 23.205)

### **FLEX COMPENSATION**

Part-time (PT) and overload full-time (FT) faculty scheduled to teach on designated Flex days may be compensated for their contract (PT) or overload (FT) hours on those days, provided they participate in approved Flex activities and submit the required paperwork by the end of the semester. Online instructors may be compensated for the number of hours the class “meets” averaged over a five (5) day week for each Flex Day. For example, a 3.0 unit course “meets” 3 hours per week, or an average of 0.6 hours per day. If there are three (3) Flex days in the semester, then the faculty may be compensated for 1.8 hours of Flex credit. Compensation shall be at the rate of the category of the assigned class. (CTA/SCCD Article 23.205)

### **PART-TIME ADDITIONAL PAID HOURS**

All part-time faculty may request compensation in addition to the above for on-campus flex activities, department and division meetings, and SLO/SAO related work for a maximum of seven (7) hours per semester. Additionally, part-time faculty may also request compensation for up to three (3) hours per semester for program review. Compensation shall be at the rate of Category 3. (CTA/SCCD Article 19.702)

### **FLEX CREDIT**

Flex credit is the number of hours engaged in staff, student, and instructional improvement activities. Such activities include, but need not be limited to, the following (from [Title 5, Article 2, Section 55724](#)):

- a) course instruction and evaluation;
- b) staff development, in-service training and instructional improvement;
- c) program and course curriculum or learning resource development and evaluation;
- d) student personnel services;
- e) learning resource services;
- f) related activities such as advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
- g) departmental or division meetings, conferences and workshops, and institutional research;
- h) other duties as assigned by the district;
- i) the necessary supporting activities for the above.

For more information on the formats and kinds of activities that count as Flex credit, see [Section 6](#) of the Guidelines for the Implementation of the Flexible Calendar Program.

Participants earn one (1) hour of Flex credit for each hour of professional development. Presenters earn double credit, for example, two (2) hours of Flex credit for each hour of a professional development event. (Chancellor’s Office Guidelines, Section 4)

**NOTE:** All Flex activities must be *without* compensation of any kind (e.g. stipend, pay advancement, etc.) to count as Flex credit. Flex activities must be above and beyond regular duties required for teaching (e.g. grading, preparing class material, etc.). Also, Flex activities must take place outside of normally scheduled instructional hours. Any activities that require an instructor to be absent from regular instruction such as class or office hours do **not** count as Flex credit. For example, if a faculty member is excused from a one-hour class to attend a six-hour conference, they can only claim five (5) hours of Flex credit for that activity. (Chancellor’s Office Guidelines, Section 5)