



Professional Development/Flex Test

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1. Does the activity contribute to staff, student, and/or instructional improvement?
 - a. *Staff improvement* – Activities to improve job-related knowledge, skills, or abilities.
 - b. *Student improvement* – Activities to improve services to students.
 - c. *Instructional improvement* – Activities to improve teaching and learning.
2. Is the activity voluntary and without compensation?
 - a. *Voluntary* – The activity **cannot** be required for completion of essential job- related duties and responsibilities.
 - b. *Without compensation* – The activity **cannot** provide compensation of any kind, e.g. honoraria, pay advancement, stipend, etc.
3. Would the taxpayers approve of this use of funding?
 - a. *Public employees* – As public employees, we are accountable to the taxpayers. Would the taxpayers approve of their tax dollars being used for this activity instead of regular job-related duties?
 - b. *Review/audit* – Professional development/Flex Cal reports are records that are subject to review and/or audit by any member of the public until disposal as determined by Title 5 ([Section 59025](#)).