

**Los Medanos College  
ADJUNCT FACULTY FLEX ACTIVITIES AGREEMENT**

Instructor: \_\_\_\_\_  
(Please print)

Dean: \_\_\_\_\_  
(Please print)

**Part-Time (Adjunct) Faculty Flex Obligation**

**Spring 2020** Part-time instructors **WILL** have a Flex obligation for instructional hours you are scheduled for on **Sunday, Monday, Friday, and Saturday**. There is **NO** Flex obligation for **Tuesday, Wednesday and Thursday**.

**PLEASE INSERT YOUR FLEX OBLIGATION based on your scheduled hours\***

**Spring 2020 Part-Time (Adjunct) Flex Obligation: \_\_\_\_\_**

**Instructors fulfill their contractual flex obligation (C) by:**

1. Attending Mandatory and/or Optional Flex Days workshops/department meetings. (Presenters receive double hours of FLEX credit. You do not need to register if you are listed as a Presenter for the workshop). You must register yourself on the District Flex registration site using your LMC Insite user name and password for Flex credit at: <https://webapps.4cd.edu/apps/ProfessionalDevelopment/WorkshopEnrollment.aspx>

Important: It is preferred that you pre-register for workshops. If you do not, then you **MUST ADD** your name (within one week of the completion of the activity) to each of the workshops you attended on the Insite workshop registration list. Everyone must sign in at the workshop.

2. Participating in (Variable) Flex Activities which are posted on the District’s “Training Workshops and Flex Sign-up Site”: <https://webapps.4cd.edu/apps/ProfessionalDevelopment/WorkshopEnrollment.aspx>. You may attend an activity at any CCCCDCD campus. There is currently a cap of 10 hours Variable Flex per Academic year.
3. Participating in a Dean-approved (Variable FLEX) Special Project. (All Special Projects need **PRIOR APPROVAL** by your Dean.) Special Project forms are found at [http://www.losmedanos.edu/flex/.](http://www.losmedanos.edu/flex/)

For additional information regarding FLEX, please refer to the 2019-20 FLEX Information Page found at <http://www.losmedanos.edu/flex/>. If you need clarification, you can contact Sabrina Kwist at (925) 437-7314 (ext. 37314) or email [skwist@losmedanos.edu](mailto:skwist@losmedanos.edu). You may also contact the Local Planning Group for Flex (LPG) Chair.

**Flex Activity Plan: Why do you need a Plan?**

Title 5, section 55720(b) states that “a district with an approved flexible calendar may designate as flexible time for an employee not more than 8.57 percent of that employee’s contracted obligation for hours of classroom instruction which are eligible for state apportionments in that academic year, exclusive of any intersession.” Title 5, section 55726(a) further states that, “For each instructor specified by the district to participate in staff, student, and instructional improvement activities in lieu of classroom instruction the district shall enter into an agreement with such employee specifying the particular activities during the designated days which the instructor will perform in lieu of classroom instruction.” (Excerpt from the “Guidelines for the Implementation of the Flexible Calendar Program - by The Faculty Development Committee of the Academic Senate of for California Community Colleges in Cooperation with the Chancellor’s Office Program Staff - Originally Adopted April, 1993, Revised April, 2007

- Please complete a form for each semester of the 19-20 academic year.
- **Your obligation must be met by the end of the semester in which it is due.**
- Submit completed and signed forms to your Dean for approval by:  
For the Spring semester, 2020: **May 14, 2020**

To view a list of the workshops you registered and signed in for, please visit:

<https://webapps.4cd.edu/apps/ProfessionalDevelopment/WorkshopEnrollment.aspx>.

1. Once there, you will be prompted to select your campus from the pull-down option
2. Then you will be able to “View Your Workshops”
3. You may print your online list and attach it to your Faculty Agreement form

**Enter all MANDATORY, OPTIONAL, VARIABLE or SPECIAL PROJECT FLEX**

- If you were a presenter for a FLEX activity – you earn double the number of hours for FLEX credit hours.
- Submit Dean-approved Special Projects Form(s) with this FLEX Activity Plan Form as appropriate.

Date	Workshop # Fa19-xx	Activity Name	Mandatory (M), Optional (O), Variable (V) or Special Project (SP)	Participant (PA) or Presenter (PR)	FLEX Credit Hours Earned
<b>TOTAL FLEX HOURS</b>					

Instructor/Professor’s Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by Dean: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Submit completed and signed forms to your Dean for approval by the dates below. Your approved forms will be forwarded to the Flex Coordinator in the Equity and Inclusion Office by the Dean.  
For Spring 2020: May 14, 2020**