

Los Medanos College
Full-time FACULTY FLEX ACTIVITIES AGREEMENT

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

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

Full-time (A) Load Obligation:

- First year FT Faculty: 50 hours
• Second year FT Faculty: 40 hours
• Third year FT Faculty: 30 hours: 3rd year and every year thereafter

Full-time Over-load (AC) Obligation:

Fall 2020: Full-time instructors WILL have a Flex obligation for instructional hours you are scheduled on for Sunday, Monday, Thursday, Friday, and Saturday. There is No Flex obligation for Tuesday or Wednesday. Full-time faculty who teach A/C overload have an additional flex obligation equal to the number of hours they teach A/C load on Sunday, Monday, Thursday, Friday, and Saturday in Fall 2020.

Spring 2021: Full-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. Full-time faculty who teach A/C overload have an additional flex obligation equal to the number of hours they teach A/C load on Sunday, Monday, Friday, and Saturday in Spring 2021.

\*The number of hours of obligation for the semester is equal to 1 hour for every hour you teach on these days One hour of Flex is owed for every hour of instruction (including lab time) in a week on obligatory days. \*There is currently no obligation for fully on-line classes per Vice Chancellor Gene Huff, May, 2018.

PLEASE INSERT YOUR FLEX OBLIGATION based on your scheduled hours\* Full-time faculty who teach A/C overload have an additional flex obligation equal to the number of hours they teach A/C load.

Annual Hours Owed: \_\_\_\_\_
A/C hours owed Fall 2020 \_\_\_\_\_
A/C hours owed Spring 2021 \_\_\_\_\_
Total Flex Obligation 2020-21 \_\_\_\_\_

Instructors/Professors 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 and you do not have to register if you are listed as a presenter.) You must register yourself on the District Flex registration site using your LMC Insite user name and password for Flex credit at: https://insite.4cd.edu/workshops/default.aspx?campus=lmc

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://insite.4cd.edu/workshops/default.aspx?campus=lmc. You may attend an activity at any CCCC campus. There is currently a cap of 10 hours of 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/.

For additional information regarding FLEX, please refer to the 2018-19 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 appropriate portions of the form throughout the 20-21 academic year.
- Submit completed and signed forms to your Dean for approval by:  
For the fall semester, 2020: **December 4, 2020.**  
For the spring semester, 2021: **May 14, 2021.**  
If you have not completed your obligation by May 14, you may submit your form no later than June 30.
- **Your obligation must be met by the end of the semester/academic year in which it is due.**
- You can view a personal list of the workshops you attended (IF you registered for them on-line AND signed in on the roster at the workshop) by visiting this link: <https://insite.4cd.edu/workshops/default.aspx?campus=lmc> and clicking on the blue link “View My Workshops”.  
**You can print this 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 # FA20-xx SP21-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 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. Forms for Full-time Faculty are due May 14, 2021 for the 20-21 Academic Year.**

Flex Agreement Forms Available at LMC Professional SharePoint Drive.  
For any questions, contact LMC Professional Development at PD@losmedanos.edu.