

Yuba Community College District
Flex Guidelines
Effective April 2008



**Woodland Community College
Yuba College
Yuba College — Clear Lake Campus
Outreach Services at Beale AFB & Colusa**

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Flex Guidelines
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Flex Guidelines

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INTRODUCTION

The Flex Guidelines briefly present the basic requirements, the designated times, and the accepted activities for the Flex Program at YCCD. They are designed to supplement the statewide guidelines by giving a view of how the statewide program has been tailored to YCCD.

Major Revisions (2008)

The following reflects the major change to the *Flex Guidelines* since May 2007:

- Exceptions to the May 15 Flex Deadline

FULL-TIME FACULTY FLEX OBLIGATION

Contractual Obligation

Full-time faculty with a full contract teaching load are required to fulfill eight (8) flex days per academic year at six (6) hours per day, totaling forty-eight (48) flex hours per year. A minimum of ten (10) hours must be group activities and the remaining thirty-eight (38) hours may be either individual or group activities.

Full-time faculty participating in the Reduced Workload Program or who have reassigned time for committee or planning work, through a formal agreement with the District, will have their flex obligations reduced proportionately (*i.e., one-fifth (1/5) reassigned time means one-fifth (1/5) reduction in flex obligation*). The Personnel Department will provide the Flex Committee with the names of faculty awarded reassigned time and the amounts awarded and with the names of faculty participating in the Reduced Workload Program.

Counselors are required to fulfill flex time proportionate to the teaching load in their individual contract (*i.e., a counselor contracted to teach one-third (1/3) of a full-teaching load would have one-third (1/3) of a flex requirement, 16 hours*).

Mandatory Days

The day of Convocation, held the week preceding the start of the Fall Semester, is a regular contracted workday for full-time faculty. Also preceding the start of Fall Semester is a mandatory flex day for full-time faculty to engage in division/campus meetings as well as the evening full-time and adjunct department meetings. Because these days may vary at each college, faculty will be notified of the dates by their Vice President/Dean.

Extra-Pay Assignments

Flex requirements for courses taught as extra-pay assignments are identical to the requirements for adjunct faculty. See section on *Adjunct Faculty Flex Obligation* below.

Load-Banked Assignments

Flex obligations must be completed during the semester a faculty member is load banking the extra-pay units. That way, no flex obligation will be required when the faculty member takes load banking leave.

ADJUNCT FACULTY FLEX OBLIGATION

Most courses taught by adjunct faculty, as well as full-time faculty teaching extra-pay assignments, have a flex obligation. Completion of the flex obligation is required. The flex obligation for each class is equal to $1/18^{\text{th}}$ of the course hours. For instance, a 54-hour course would normally meet 3 hours per week during an 18-week semester. Because the semester has been shortened by one week, the class will meet 51 hours and have a flex obligation of 3 hours.

Classes that do not have a flex obligation are those that are

- scheduled for fewer than 36 hours or less than 8.5 weeks
- have been declared exempt because of special circumstances (e.g. EMT, Fire Academy, Work Experience, etc.)
- scheduled as Summer Session classes

THE FLEX CONTRACT

At the beginning of each semester, faculty will receive the Flex Contract Report. This document identifies the total flex obligation, flex hours earned, and the balance due. In addition, the form lists extra-pay/adjunct teaching assignments that have a flex obligation, as well as completed flex activities. Faculty should notify the Flex Office if there are changes in the teaching assignment. In addition, faculty may add additional flex activities and, after attaching the required documentation, send it to the Flex Office or their Flex Committee Representative for approval. Faculty may also submit activities for flex credit by using the Flex Credit Documentation Form available on the Flex Webpage at www.yccd.edu/flex under "Forms and Downloads". To request an updated Flex Contract Report, contact the Flex Office at flex@yccd.edu or call 530-741-6984.

DESIGNATED TIMES FOR FLEX ACTIVITIES

The flex calendar begins on July 1 and ends on May 15. Official flex days have been set aside during January and August of each year. Remaining flex obligations can be fulfilled at appropriate times – during weekends, holidays, or pre-approved times.

Deadline for Completing Flex Obligation

A progress report identifying completed or proposed flex activities for full-time faculty is due April 15. All flex activities (including proposed activities) for both full-time and adjunct faculty must be completed no later than May 15. All documentation is due no later than the last day of the Spring Semester.

The 4:00 p.m. Rule

Flex activities conducted during regular workdays must take place after 4:00 p.m. on a teaching day. This rule applies to full-time faculty and counselors only; adjunct faculty members are exempt from this rule.

Exemptions from the 4:00 p.m. rule:

- a. official flex workshops may be scheduled during the noon hour
- b. a limited number of group activities, of across disciplinary nature, involving faculty from two or more divisions
- c. activities which encourage articulation with high schools
- d. activities in which the main purpose is to orient adjunct faculty to curricular changes
- e. any work schedule contract hours for individual faculty which may deserve special consideration (e.g. The Flex Committee will be responsible for evaluating such cases for exemption uniqueness, on a one-time-only activity basis.)

EXCEPTIONS TO THE MAY 15 FLEX DEADLINE

Flex Workshops and Group Flex Activities

Official flex workshops and group flex activities may be offered through June 10 so long as they are assigned an official flex number by the Flex Office no later than May 15 and the sign-in sheet or a facsimile is received in the Flex Office by June 10.

Individual Flex Activities

Faculty may request an exception to earn flex credit for individual activities that occur from May 15 (the current cut-off date for participation) until June 10. Such activities would be a conference or seminar or other formal activity relevant to an individual's teaching assignment or field of expertise that is only available between May 15 and June 10, and the circumstances are such that the individual could not attend a comparable activity at other times during the year.

To qualify for the exception, a *Request to Participate in Individual Flex Activities from May 15-June 10* must be completed and approved by the faculty member's Flex Representative or the Flex Coordinator and received in the Flex Office by 5 p.m. on the first Monday in May.

Verification of completion of the activity needs to be received in the Flex Office no later than June 10 in order for the faculty member to be paid for completion of an EP/NC flex obligation or to apply it toward a full-time contract flex obligation.

ACCRUING FLEX CREDIT

Credit for flex activities may only be earned at times that faculty **do not** have assigned classes or other scheduled responsibilities (i.e., office hours, exams, division/department meetings).

Faculty receive one hour of flex credit for each hour of participation in an approved flex activity. Faculty who present flex activities receive three times the flex credit. **A maximum of 6 hours of flex credit** may be earned on any given day. An exception is made for faculty who present flex workshops. In that case, faculty earn three times the flex credit of the presentation.

Flex credit may be accrued for both the Fall and Spring semesters from July 1 through May 15. **Flex hours may not be banked** from one school year to another.

FLEX DOCUMENTATION

All flex activities require back-up documentation that provides a description of the activity, the dates and times the activity occurred, and verification of completion of the activity. Flex documentation may be submitted throughout the year until the last day of the Spring Semester.

Appropriate forms of documentation include the following:

- **Flex Workshops**—Printed name and signature on sign-in roster
- **Conferences**—A brochure or agenda, proof of attendance such as a receipt for registration fees, and an explanation of how it relates to improvement of professional effectiveness
- **Enrollment in College Courses**—Course description, plus a transcript or official grade report, and an explanation of how the course relates to improvement of professional effectiveness
- **District, College or Campus Committees**—Membership list provided by the committee chair
- **Meetings**—Meeting minutes showing attendance or a sign-in sheet provided by the chair
- **Research**—An explanation of the research problem undertaken, a summary of activities including dates and times, and an annotated bibliography of all works researched
- **Special Projects/Activities with Students**—Must occur outside of routine class hours

- and be documented on a syllabus or student notice and performed on a specific day
- **All Other Activities** should be fully documented by a log, journal or other document verifying dates, times, and an explanation of the activity, product or outcome information and how it relates to improvement of professional effectiveness

COMPENSATION

Faculty will be paid for completing adjunct and extra-pay flex obligations after the flex documentation has been received and approved by the Flex Committee Representative. The pay rate will be at the composite rate for the associated class. Full-time faculty do not accrue flex credit for extra-pay assignments until after the contract flex obligation has been met.

Hours earned in excess of the flex obligation **will not** be paid. Faculty will be paid for flex activity hours **only if the class is not canceled**. Exception: Adjunct faculty who attend the adjunct flex activity/orientation will be paid for fulfilling the flex obligation even if the class is subsequently canceled and if the flex credit cannot otherwise be applied toward another class.

PROHIBITION OF DOUBLE PAYMENT

Activities already paid for by other organizations are not acceptable for flex credit. *The Flex Committee Division Representative decides if double payment is an issue.*

Examples of Prohibited Double Payment:

- a. A faculty member, teaching at multiple public institutions, *cannot* receive flex credit and/or monetary payment from multiple institutions for a single event/project geared for a single institution's benefit.
- b. A faculty member, serving on a main committee *cannot* receive additional flex credit for serving on a subcommittee of the main committee.
- c. A faculty member awarded reassigned time for committee service *cannot* receive additional flex credit for that service.
- d. A faculty member enrolled in a college course for salary schedule advancement *cannot* receive flex credit for that activity.

FLEX ACTIVITIES

Title V Regulations list the general categories of activities which are appropriate in lieu of instruction, or flex credit. These activities include, *(but are not limited to)*:

1. Course instruction and evaluation
2. Staff development, in-service training, and instructional improvement
3. Program and course curriculum or learning resources development and evaluation
4. Student personnel services
5. Learning resources services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
7. Departmental or division meetings, conferences, workshops, and institutional research
8. Other duties as assigned by the district
9. The necessary supporting of activities for the above

GROUP FLEX ACTIVITIES

The definition of a group activity is an approved flex activity in which at least two or more divisions are involved; or an activity within a division which goes beyond normal duties. (*This includes a group activity involving three or more persons.*) Department or division meetings conducted each year before the start of the semester are designated as group activities.

Workshops

Workshops open to two or more divisions or departments are considered group activities. Participants may claim credit for the hours attended. The workshop presenter may claim three (3) times the credit of the actual hours of the workshop. Workshop organizers (*who do **not** present*) may claim two (2) times the credit of the actual hours of the workshop.

A flex number should be obtained from the Flex Office *in advance* by individuals planning or organizing such group activities.

Adjunct Faculty Participating in Commencement

Those wishing flex credit must sign a roster. Those who claim commencement as a flex activity and find they cannot attend commencement must fulfill an alternative flex activity before the commencement date. A maximum of 2 hours may be claimed.

Committee Work

A small portion of committee work may be claimed as either group or individual hours. Anyone granted reassigned time for work on a committee is disallowed flex credit for service on the same committee. The Flex Committee endorses the following yearly flex credits for Institutional Service on committees (*criteria is given here*):

- **Academic Senate** – 30 hours
Weekly meetings, consultation with constituents, monthly reports to divisions, required service on at least one subcommittee of the senate or screening committee.
- **Service on College/Campus Councils and Standing Committees**
Flex credit will be awarded as outlined below. For a description of the committees, please refer to the Purpose Statements in the College Council Handbook. In the case where a council or standing committee does not meet as often as indicated by the purpose statement, the flex hours will be granted on a prorated basis.

<u>Committee</u>	<u>Flex Credit</u>
Academic Calendar Committee	10 hours
Academic Preparation Committee	10 hours
Academic Standards Committee	5 hours
Academic Senate	30 hours
College/Campus Councils	10 hours
Curriculum Committee	10 hours
Educational Resources Planning	10 hours
Equal Employment Opportunity	5 hours
Faculty Staffing	10 hours
Flex Committee	10 hours
Matriculation Committee	5 hours
Sabbatical Leave Committee	10 hours
Safety Committee	5 hours
Staff Development Committee	5 hours
Student Equity	5 hours
Technology Committee	10 hours
VTEA Local Planning Team	5 hours

- **Subcommittees and Workgroups to Councils and Standing Committees** – 5 hours
Applies only to subcommittee members who are not members of the main Council or Standing Committee. Activities include monthly meetings, research, review, preparation and presentation of reports. Those wishing flex credit must forward a statement from the Council or Standing Committee Chair verifying that the faculty member is participating on the subcommittee or workgroup.
- **New Committees** – Hours to be determined
New committees must be approved by the College Council. Anyone wishing flex credit must have the committee chair forward a written request along with the Purpose Statement to the Flex Committee. The written request must justify the flex hours being requested.
- **District Project Teams** – Hours to be determined
Project teams are short-term committees that usually exist for one year. Anyone wishing flex credit must have the Project Team chair forward a written request along with the Project Team Purpose Statement to the Flex Committee. The written request must justify the flex hours being requested.
- **Screening Committee for Full-Time Faculty Positions** – 10 hours
Activities include reading and scoring applications, conducting interviews and deliberating.

INDIVIDUAL FLEX ACTIVITIES

Individual flex activities do not need prior approval. However, to ensure that an activity qualifies for flex credit, prior approval should be obtained from the Flex Representative.

The Flex Committee has developed a detailed list of recommended activities to aid faculty members in the development of individual plans.

College Courses

Enrollment in college courses outside one's discipline/assignment, for enrichment, is encouraged but limited to 10 hours per year. For courses related to discipline/assignment, up to the full number of hours spent in class will be granted. (*Actual number of hours spent in class is to be used on the contract.*) Faculty must provide:

- a. the number of hours
- b. a brief explanation of professional effectiveness improvement through the course of choice
- c. a transcript or official grade upon completion of course of choice
- d. evidence of the product/outcome of course of choice

Practice in the Discipline

Mastering the skills which improve one's professional effectiveness is appropriate for flex credit. However, if the skill is one previously mastered or practiced, this is instead viewed as ongoing preparation or routine responsibility of the faculty member.

Remote Activities

Flex credit earned during travel should be related to one's instructional discipline and provide improvement of one's professional effectiveness. Credit will be given for actual travel time only. A product or outcome of the activity is required by the Flex Committee (*such as logs, journals, presentations, lectures, course brochures, etc.*) prior to the approval of the activities. Product or outcome information is due September 15 following the summer break and on February 15 following the winter break.

Research

Flex credit should be documented as to location and duration. Faculty members should also be prepared to provide the following minimal requirements to validate a stated research project:

- a. a brief summary of any and all specific research activities
- b. an annotated bibliography of any and all works researched
- c. explanation of research problem undertaken

A maximum of ten (10) hours per year is allowed for research in pursuing a Ph.D.

Curriculum Development

Specific explanation of expected outcomes for curriculum work should be provided beforehand.

Afterward, specific outcomes are documented:

- a. through a summary statement
- b. official course documents
- c. program review materials

Examples of curriculum work include developing a course not yet offered in YCCD or integrating “new” technology into already existing courses.

Special Projects with Students

Special projects with students must take place apart from the routine work day as defined in the Flex Plan. Documentation must be submitted. The District does not pay adjunct faculty for office hours through instructional assignment hours or flex credit. However, flex credit may be earned by assisting students with projects outside of class time as long as it is documented on a syllabus or student notice and performed on a specific day.

Examples of encouraged special projects include individual study courses, club activities, tutor training, kiln firing, etc. Field trips qualify as long as they are outside of, and in addition to, contracted class meetings. No credit will be given for actual travel time, unless there is student-faculty interaction.

Writing & Performing

Writing and performing within one’s professional arena is acceptable for flex credit (*i.e., musical and theatrical performance is included*) so long as the faculty member is not receiving other compensation. All such work should be fully documented by a log, journal, or other document which verifies the outcome. Activities should be of the sort which brings prestige to YCCD.

Consulting

Consulting consists of that which brings familiarity with “new” technology and techniques in areas which are of value to our student body. A maximum of 10 hours per year is allowed.

Short-Term Courses

Short-term courses may be offered for flex credit. This activity is encouraged during the January intersession, but is acceptable at other times if the course is out of the ordinary and not possible without flex. (*Courses will be taught for .5-1.0 unit; with the instructor receiving respectively, 20-40 hours of individual flex credit in place of pay.*)

Full-time & Adjunct Partnerships

Each earns up to six (6) hours of individual flex credit. There is a limit of two (2) partnerships per academic year, for a total possible credit of twelve (12) hours per year.

ADDITIONAL RECOMMENDED ACTIVITIES

The list is divided into three broad areas: *Professional Growth, Professional Effectiveness, and Institutional Service.*

PROFESSIONAL GROWTH can include the following:

- a. Preparing for conference and workshop presentations; oral or written presentations to professional conferences, whether invited or in response to a call for papers
- b. Attending professional conferences and workshops (*not limited to just those presenting at a conference or workshop*)
- c. Creating or learning to use field or discipline-related software
- d. Writing for Publication: The topic should be related to the writer's field of expertise. Included are journal articles, popular magazine articles, scholarly books, textbooks, and curricular materials. (*Faculty member may not receive other compensation.*)
- e. Engaging in constructive activities and original research which enhance professional standing in one's field or in a related field: This may be at a departmental or interdepartmental level. It may be institutional. However, the activities should be well defined and as pre-planned as possible. Commercial and industrial site visits, journal research and evaluation, reading and analysis of books with implications for one's profession, and colloquium or symposium attendance and participation are examples of these possibilities.
- f. Acquiring foreign language skills: This includes languages which enhance one's ability to work in his or her field of experience.
- g. Doing course work in one's related field: The course will typically be upper-division, or graduate level.

PROFESSIONAL EFFECTIVENESS can include the following:

- a. Developing skills in reading and/or writing across the curriculum and in critical thinking within the classroom
- b. Developing and testing skills and tools for evaluation of one's classroom and/or instructional effectiveness
- c. Revising curricula: while the development of a new course on campus would be included, routine preparation of classroom schedules, readings, etc. would not. Non-traditional methods of delivery (*i.e., taped lectures, broadcasted lectures*) could be investigated.
- d. Developing computer/software skills: these skills should be related to one's work for instructional institutions or field of expertise.
- e. Beginning or maintaining District/College outreach projects: these might include information about the college or a program within the college.
- f. Consulting with other campus departments or offices: this might include program coordination or development of interdisciplinary courses.
- g. Examining educational issues: this could be in a small group on campus or at a workshop or other off-campus event, such as Great Teachers seminars.
- h. Visiting business or commercial sites: The purpose may be to identify industry needs, develop or update a campus major or program, or keep current with employment trends for students.
- i. Redesigning/maintaining physical facilities integral to education tasks: This includes renovation/updating of Career Technical Education equipment/shops, or athletic facilities and equipment, (*these are best done by department faculty*). Includes lab redesign in the sciences, and reorganization of computer labs in other departments. Excludes routine maintenance.
- j. Assessing library holdings: Applies to both the academic and vocational arenas. A written review and recommendation could be submitted to the Director of Learning Resources.

- k. Advising students: departmental, discipline-related, and general educational advising of students is included.
- l. Offering non-instructional programs for students: these could be for informing students about campus issues, or working with students on solutions for campus or community issues/problems, or participating with students in cultural events which have an educational impact (*i.e., drug support groups, music or theater events, field trips, etc.*).

INSTITUTIONAL SERVICE can include the following:

- a. Restructuring departmental or office organization and procedures to better serve instructional goals
- b. Creating and implementing professional development workshops for new and/or part-time personnel
- c. Accomplishing extended committee work: this includes committees which have specific tasks requiring large blocks of time which could meet during Flex Credit days to accomplish tasks
- d. Reviewing articulation of courses and other cooperative efforts between high school, college and university faculty and staff
- e. Course outline revision
- f. Program review
- g. Assessing and improving the public relations of the District
- h. Becoming informed about and acting on new regulations, legislations, and state programs which affect the District and its colleges/sites
- i. Participating in community college business at the state level: this includes the statewide Academic Senate, and/or other community college associations.
- j. Special recruiting efforts
- k. Student placement follow up

NON-QUALIFYING ACTIVITIES

Flex activities cannot include tasks that are an ongoing part of the regular teaching responsibilities such as holding office hours, grading papers, choosing texts, reading in your discipline, writing lesson plans or syllabus guides, cleaning/organizing offices or classrooms, attendance of full-time faculty at regularly scheduled department or division meetings, etc. Other activities that do not qualify include union, political and religious activities as well as those for which the faculty member receives other compensation.

OPERATION OF THE FLEX COMMITTEE

Flex Committee Chair

The Flex Coordinator chairs the Flex Committee. Duties include:

- a. verifying and signing-off flex and division contracts for Division Representatives
- b. calling meetings and preparing an agenda for those meetings
- c. facilitating communication between the Staff Development and Flex Committees
- d. publishing the flex calendar with input from committee members
- e. assuring flex contract forms are forwarded to faculty members
- f. communicating with the Academic Senate
- g. forwarding to the Personnel Department, names of those who have *not* fulfilled their flex obligations

Division Representation

Each Division Representative serves for one (1) year; duties include:

- a. verifying and signing-off flex contracts for faculty in their division
- b. attending meetings, and representing division interests
- c. suggesting appropriate flex activities to fellow faculty members
- d. encouraging fellow faculty to present workshops and other flex activities
- e. reporting on flex issues at division meetings
- f. soliciting suggestions for flex activities

Adjunct Representation

The Adjunct Representative is elected by the entire adjunct faculty. His/her duties include:

- a. attending meetings and representing adjunct interests
- b. reviewing any adjunct flex contracts rejected by the Division Representative

Resource Members

The Resource Members are as follows:

- Vice Chancellor of Educational Planning & Services
- Yuba College Faculty Association Representative

CHANGES IN THE GUIDELINES

Individuals suggesting changes to these guidelines must have their suggestions approved by the Academic Senate.

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