

Yuba College
2011-12 Flex Agreement
DUE SEPTEMBER 15, 2011

REVISED 6/28/11

Name: _____ ID: _____ Total Flex Obligation: _____

College/Dept.: _____ Email: _____ Home Phone: _____

Committee Membership (attach additional pages as needed):

Committee/Project Team		Applicable SLO's*	Proposed Hours
1.			
2.			
3.			

Other Activities (attach additional pages as needed):

Flex ID & Workshop Title or Short Title of Project/Activity**	Applicable SLO's*	Date Range	Proposed Hours
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total Proposed Flex Hours:			

* SLO's: List all Institutional or Program SLO's that apply; see list of Institutional SLO's on reverse.

**For each project/activity listed, attach a Flex Activity Detailed Description Form.

- **ACTIVITY ACCOUNTING:** Participation in on-campus activities is authenticated by attendance rosters. Completion of projects/activities is verified by completing the Flex Activity Detailed Description Form and attaching the required backup documentation.

I, the undersigned faculty member, verify that the activities above are not my regular responsibility and will not be completed during my scheduled work hours. I will not receive flex credit or monetary payment from another funding source or employer, nor will the activities be used for advancement on the salary schedule.

Faculty Member: _____ Date: _____

Flex Committee Use Only

____ APPROVED _____ DENIED Reason for Denial: _____

Flex Rep: _____ Date: _____ Flex Com. Chair: _____ Date: _____

Make a copy of this completed form and all backup documentation for your records.

INSTRUCTIONS FOR COMPLETING THE FLEX AGREEMENT AND DOCUMENTATION

Title 5, Section 55726 mandates the development of Flex Agreement between the District and all faculty (both full-time and adjunct) who have a Flex obligation prior to participation in the Flex Program. Only activities listed on the approved Flex Agreement are eligible for flex credit. Title 5 supersedes any contradictions in the *Flex Guidelines*.

1. Complete the *Flex Agreement* form identifying how the total Flex obligation will be met by May 15, 2012.
2. For each activity or project listed on the Flex Agreement, complete the *Flex Activity Detail Form* and/or *Flex Activity Detailed Description Form* and include any backup documentation necessary to justify the activity.
3. Retain one copy and submit the originals to the College Flex Representative for approval no later than September 15, 2011.
4. While working on the approved project/activity, maintain a log of activities located on the *Flex Activity Detail Form* and/or *Detailed Description Form* and obtain required backup documentation.
5. It is recommended that as each project/activity is completed, that the completed *Flex Activity Detail Sheet* and/or *Flex Activity Detailed Description Form* and backup documentation be submitted to the Flex Representative for approval.
6. Incomplete forms/documentation will be returned and Flex credit will be denied until complete documentation has been received. Anything received after the final Spring deadline may not be paid.

DEADLINES

- **September 15, 2011**- Flex Agreements due (Full-time and Fall Adjunct)
- **March 15, 2012**- Flex Agreements due (Spring Adjunct only)
- **May 15, 2012** – Last day to complete activities for Flex credit
- **May 21, 2012** – Flex Documentation due

ACTIVITIES INELIGIBLE FOR FLEX CREDIT

- Activities for which the participant was granted a stipend or reassigned time to coordinate or participate
- Activities in which attendee is paid to participate (i.e., conference during work hours, flex credit from other institutions, stipend, release time, etc.)
- Activities that fall within the faculty member's job description
- Activities that occur during regularly scheduled work hours
- Annual Program Review Update (Full-Time Faculty)
- Any time in which participant was released from regular duties in order to attend/participate in an activity that would normally qualify for flex credit (i.e., field trip, conference, meeting, workshop during work hours)
- Convocation (Full-Time Faculty)
- Graduation (Full-Time Faculty)
- Revising/updating existing curriculum (Full-Time Faculty)
- Travel time to/from an activity
- YCCD Board of Trustee Meetings

ACCEPTABLE FLEX DOCUMENTATION

Regulations require that the District account for fulfillment of faculty flex obligations for the year in order to collect FTES for completed flex hours. Only activities listed on the approved Flex Agreement are eligible for flex credit. For a detailed list of acceptable documentation, please refer to the *Eligible Flex Activities and Required Documentation* at www.yccd.edu/flex/forms.

INSTITUTIONAL-LEVEL SLO'S

1. Communication: effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
2. Computation: use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
3. Critical Thinking: analyze data/information in addressing and evaluating problems and issues in making decisions.
4. Global Awareness: articulate similarities and differences among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.
5. Information Competency: conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
6. Personal and Social Responsibility: interact with others by demonstrating respect for opinions, feelings, and values.
7. Technological Awareness: select and use appropriate technological tools for personal, academic, and career tasks.
8. Scientific Awareness: understand the purpose of scientific inquiry and the implications and applications of basic scientific principles.