

## Memorandum

**TO:** All SMCCCD Faculty  
**FROM:** Jeramy Wallace, District Academic Senate President, SMCCCD  
**RE:** Flex Obligations for 2020-2021 Academic Year  
**CC:** College Presidents, Vice-Presidents, Deans, and Flex Coordinators

The SMCCCD provides a flexible calendar for staff development in accordance with California Code of Regulations, Title 5, Division 6, § 55724. There are six (6) Flex Days in the 2020-2021 academic calendar:

- Monday and Tuesday, August 17 and 18, 2020, and Thursday, October 15, 2020
- Thursday and Friday, January 14 and 15, 2021, and Thursday, April 22, 2021

Per Title 5, all Flex Day obligations are on “flexible time.” All faculty members are encouraged to attend Opening Day activities on Monday, August 17, 2020 and other special activities at each college on Tuesday, August 18, 2020. As of 2018, SMCCCD requires mandatory attendance to two Flex Days for full-time faculty; four Flex Days remain on flexible time. The mandatory Flex Days for 2020-2021 are August 18, 2020 and January 15, 2021.

Per article 7.11 of the AFT contract, faculty members on a regular academic year contract shall participate in Flex Days as part of their basic assignments. Regular faculty will be expected to participate in Flex Day activities for five (5) hours per Flex Day (for a total of 15 hours per semester). Apart from the two mandatory Flex Days per year, additional activities may be conducted at any time during the year between June 1, 2020, and May 31, 2021. Activities will be self-certified, reported on the form attached, and submitted to the appropriate Division Dean upon completion. **The AFT and District Senate has also agreed that any course preparation due to the COVID-19 pandemic can be counted as flex time. Per the Fall 2020 MOU: “Faculty who participate in any other training [outside QOTL] provided by the District regarding the use of distance modalities, for which the faculty are not being separately compensated, may count that time as flex without pre-approval.”** Failure to report can result in the loss of time or wages, e.g., paid or unpaid leave.

**Full Time Submission Due Dates: FALL - December 15<sup>th</sup>**

**SPRING - June 15<sup>th</sup>**

Post-retirement and hourly faculty who are scheduled to teach on the same day of the week that a Flex Day occurs may receive compensation for reported Flex activities up to the total number of hours normally worked on that day(s).\*\* Those Flex activities may be conducted at any time during the year between June 1, 2020, and May 31, 2021. Additional hours will not be compensated. In addition to the reporting form, hourly faculty must submit a time sheet to their Division Dean in order to receive pay. **Flex Days for post-retirement and hourly faculty MUST be reported during the semester in which they were observed but NO later than December 15<sup>th</sup> for Fall semester and June 15 for Spring Semester.**

The purpose of flex days, according to Title 5, is to provide time for faculty to participate in “development activities related to staff, student, and instructional improvement.” The activities below can be used to meet the Flex time obligation. Please check with your college Academic Senate President if you are in doubt about any other activity. Questions about this obligation or the process can be directed to your college Academic Senate President or your Division Dean.

**Activities which college personnel will be engaged in during flexible staff, student and instructional improvement days may include, but need not be limited to:**

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

(citation: California Code of Regulations, Title 5, Article 2. Flexible Calendar Operations, Section 55724)

\*\* hourly faculty who are not scheduled to teach on a flex day may still be compensated for participation in flex day activities on that day, depending on the college and division. Please check with your dean or VPI to see if you are eligible.

**SMCCCD Flex Activity Reporting Form**

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Name: \_\_\_\_\_ Division: \_\_\_\_\_

Date of Activity 1: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 2: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 3: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 4: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 5: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity 6: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Description of Activity 6: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please use additional sheets as necessary.**

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to your Division Office no later than the end of business day December 15<sup>th</sup> (FALL) or June 15<sup>th</sup> (SPRING).*