

FLEXIBLE CALENDAR Qs & As

1. Flexible Calendar Coordinator – in the State Guidelines for Implementation, page 19, Section 7, it states that the coordinator for the Flexible Calendar should be a faculty member. Is this still true?

Answer: Yes, a faculty member can be the coordinator, but the Coordinator can also be an administrator, or classified staff.

2. What is the requirement for Flexible Calendar Advisory Committee chair? Can this be from any employee group?

Answer: The Chair for the Advisory group can be a faculty member, administrator or classified staff.

3. At what point, does on-going SLO and assessment work become a day to day expectations of a full-time faculty member?

Answer: The SLO and assessment work for a faculty member is a daily ongoing function of the job.

4. Can colleges allow Faculty Union meetings to be used as a flex activity, either for full-time or part-time faculty?

Answer: The Chancellor's Office cannot give the colleges direction regarding allowing Faculty Union meetings to be used as a flex activity, however, time off for union meetings is usually part of the school's culture, and should therefore be decided on by the Coordinator and Advisory Committee.

5. What is the process for making the local decision on what kind of activities qualify for the flex calendar?

Answer: California Ed. Code §87153 Authorized Uses of Funds, and Title 5, §55724 Request for Approval, list how the funds can be spent and allowable activities for college personnel.

6. The time period for full-timers to do flex activities follows the fiscal year (01 July – 30 June). Do the local flex committees have the authority to shorten this period? For example, does a local committee have the authority to mandate that all full-timers with a flex obligation complete that obligation by an earlier date (say 01 May)?

Answer: No, the Advisory Committee does not have authority to shorten the period. It is a full fiscal year, and activities must be started and completed in that fiscal year.

7. I'm having a very difficult time getting information locally about the 320 report. I'm trying to understand the pieces that flex contributes to, i.e. how flex time

factors in to the variables that must be reported. Do you have any documents you could forward me, say forms, example reports with guidelines, etc. that you could send to help me educate myself?

Answer: The school's Chief Business Officer should be able to furnish information about the 320 report.

8. Since a day has been designated by the board to be 6 hours and we have four flex days (24 hours of flex) can an instructor get more than 6 hours for flex credit in one day on an instructional day, for example, 8 hours on a Friday? I have seen that some schools will allow more than six hours on a non-instructional day (summer or weekends) but have not seen anyone allow for more than 6 on an instructional day.

Answer: The allocation of flex time for personnel is a local decision. The State obligation concerning flex time is reported in "total" used, not in hourly increments.

9. If the state requires that a particular class meet for at least 48 hours during a semester, then the flex days cannot reduce that, correct? The course *must* meet for a minimum of 48 hours, regardless of the number of flex days, right?

Answer: The student's COR hours can't be reduced due to the flex days for the faculty. A substitute teacher should be used when that particular class has a faculty person scheduled for flex time.

10. What is the formula by which it can be determined how many flex hours a full-time instructor must complete?

Answer: The number of Flex hours is based on the number of daily instructional hours a school has established, which is usually 6 hours a day, but can differ per local authority. The formula is the number of days taken for flex days, times the number of hours worked per day.

11. For the campuses that do not employ the Flexible Calendar, is it possible to have an online, user friendly, form to complete and submit with an electronic signature?

Answer: A "wet signature" on the Certificate Form (FC-001) is required. The FC-001 form is online and must be downloaded and submitted in hard copy. Below is the link:

<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/ApplicationsandForms/tabid/741/Default.aspx>

However, the Survey Gizmo survey must also be completed and submitted.

12. It seems many (most?) schools choose to put their flex days at the beginning of the term, i.e. the few weekdays before classes begin. Is this expected or could these days be positioned within the term?

Answer: Flex days can be positioned throughout the year per local authority decisions.

13. If an instructor is on reassigned time, are her/his flex hours reduced commensurate with the release time?

Answer: Flex hours are based on instructional hour/classroom time and local authority contracts. Flex time based on reassigned time is, or is not allowed, based on contractual agreement.

14. Is there anything that would prevent a college from taking the Wednesday before Thanksgiving off? Could that be a day that is made up via FLEX?

Answer: Using a Flex day the Wednesday before Thanksgiving would disqualify that week as an instructional week, which is not allowed. Therefore, the Wednesday before Thanksgiving can't be made up via FLEX.

15. Our college has not permitted anything that came with compensation of any kind to count for flex credit (writing a book that you have a publisher's contract for; doing work that you already have a grant for, etc.). The rationale was that you're already being paid for it so you can't get paid again -- that's double-dipping. We have been under the impression that this was the proper way to handle it.

Answer: Correct, that would be considered double dipping and not allowed.

16. Do faculty that teach non- credit courses have a flex obligation?

Answer: Yes, faculty that teach non- credit courses have a flex obligation.

17. During the last webinar, you said that only faculty teaching "apportionment-generated classes" were obligated to fulfill flex hours.

Answer: Flex hours are based on instructional hour/classroom time and local authority contracts, and the language for Flex time must align itself to faculty labor contract agreements. If local authority contractually allows for Flex time for non-teaching faculty, then the Flex time obligation can be allocated to other positions such as librarians or counselors.

18. The guidelines mention non-instructional faculty and also say "Flexible calendar program participants are primarily faculty. However, other college personnel should be involved in flexible calendar development activities. The decision of who participates in the flexible calendar program is determined by the district/college shared governance process [title 5, section 55724 (5)]."

Answer: That is correct.

19. So would it be reasonable to expect counselors and librarians on a 15-week compressed calendar to also fulfill 33.5 hours or be required to work at their normal duties to make up the hours? As long as it's negotiated in our shared governance process through our bargaining agreement, would this be consistent with state guidelines?

Answer: Yes, as per stated above, *“as long as it's negotiated in our shared governance process through our bargaining agreement, would this be consistent with state guidelines?”*.

20. Please advise or cite the Chancellor's Office official reference that authorizes withholding apportionment in the event that a community college district does not schedule a Flex Day Program.

Answer: Schools do not necessarily have to schedule Flex days. They can work with individual faculty contract agreements.

21. Can a college submit a large number of workshops on this year's form?

Yes, Survey Gizmo will allow the school to upload list files as Word, Excel, and Pdf documents.