

ATTACHMENT 2

SUMMARY OF FLEXIBLE CALENDAR CALIFORNIA CODE OF REGULATIONS CHANGES (CCR) TITLE 5

The following are proposed changes to the Flexible Calendar required to make explicit the inclusion of all district employees in the Flexible Calendar Program. There are four California Code of Regulations, title 5 sections that need to be modified to effect this change.

SECTION 55720. OPERATING UNDER FLEXIBLE CALENDAR; ACCOUNTABILITY OF EMPLOYEES; ACTIVITIES.

Adding a new section (c)

(c) A district with an approved flexible calendar may designate as flexible time for a non-faculty employee (classified or administrator) working up to 260 days annually not more than 5.76 percent of that employee's contractual obligation for hours of work in a contract year.

Changing the existing section (c) to section (d).

~~(c)~~ (d) Under no circumstances may a district operate a flexible calendar program which results in an academic calendar which would be inconsistent with the requirements of subdivision (b) of section 55701.

SECTION 55724. REQUEST FOR APPROVAL

Adding new language to section (a)(3)

(a)(3) The number of days during which the instructional staff will participate in staff, student, and instructional improvement activities in lieu of part of regular classroom instruction. For non-faculty employees (classified or administrator) working up to 260 days annually the number of days they will participate in professional development activities in lieu of regular work assignments.

Deleting and adding language to section (a)4

(4) The professional development activities in which college personnel will be engaged in ~~during their designated staff, student and instructional improvement days.~~ Activities for college personnel may also include but need not be limited to, the following:

- (A) course instruction and evaluation;
- (B) staff development, in-service training and instructional improvement
- (C) program and course curriculum or learning resource development and evaluation;
- (D) student personnel services;
- (E) learning resource services;

(F) related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;

(G) departmental or division meetings, conferences and workshops, and institutional research;

~~(H) other duties as assigned by the district.~~

~~(I) the necessary supporting activities for the above.~~

(H) Improvement of teaching.

(I) Maintenance and enhancement of professional knowledge and skills.

(J) In-service training for vocational education and employment preparation programs.

(K) Retraining to meet changing institutional needs.

(L) Intersegmental exchange programs.

(M) Development of innovations in instructional and administrative techniques and program effectiveness.

(N) Computer and technological proficiency programs.

(O) Courses and training implementing equal employment opportunity and upward mobility programs.

(P) Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

(Q) other duties as assigned by the district.

(R) the necessary supporting activities for the above

SECTION 55726. ACTIVITIES DURING DESIGNATED DAYS

Adding a new section (b)

(b) The district shall enter into an agreement with each non-faculty employee (classified or administrator) working up to 260 days annually specified by the district to participate in professional development activities in-lieu-of regular work assignments. The agreement with such employee shall specify the particular activities during the designated days that the employee will perform in lieu of regular work assignments. The agreement shall also specify the number of regular work hours substituted with such activities, and the number of hours the employee is required to spend carrying out the in-lieu-of-regular-work activities. The required hours of in-lieu-of-regular-work activities must at least be equal to the sum of the regular work hours the employee is released.

Changing the existing section (b) to section (c).

~~(b)~~ (c) For each employee specified by the district to participate in staff, student and instructional improvement activities during the designated days the district shall also maintain records on the type and number of activities assigned, and the number of such employees participating in these activities.

SECTION 55728. FLEXIBLE CALENDAR INSTRUCTOR AND EMPLOYEE ATTENDANCE REPORTING

Adding new language to the title; sections (a) and (a)(1); adding new sections (b)(1)(2); changing the existing section (b) to section (c).

(a) On forms provided by the Chancellor, colleges and/or districts with approved flexible calendar operations shall report at least the following:

(1) the total hours of classroom assignments (teaching time) which instructors specified in the college's and/or district's approved plan were required to teach;

(b) On forms provided by the Chancellor, districts with approved flexible calendar operations shall report at least the following:

(1) the total hours of regular work hours that non-faculty employees specified in the college's and/or district's approved plan were required to work;

(2) of the total in Subsection (b)(1), the total regular work hours for which professional development activities are being substituted.

~~(b)~~ (c) Colleges and/or Districts with approved flexible calendar operations shall also report such additional data as deemed necessary by the 55729.