

Flex Pilot Program Memorandums of Understanding

PDA/Flex Pilot 2005 - 2006

For 2005-06, AFA and the District agree to implement a pilot project to test and evaluate the feasibility of flexible (hereafter referred to as "flex") professional development activity hours. The Staff Development Coordinating Committee will review pilot results with AFA, the Academic Senate, and Academic Affairs before the end of the pilot year (April 2006) so that modifications/refinements may be effected before the 2006-07 academic year. See Memo of Understanding.

PDA/Flex Pilot 2006 - 2007

For 2006-07, AFA and the District agree to implement the second and final year of a pilot project to test and evaluate the feasibility of flexible (hereafter referred to as "flex") professional development activity hours. The Staff Development Coordinating Committee will again review pilot results with AFA, the Academic Senate, and Academic Affairs before the end of the final pilot year (April 2007) so that modifications/refinements may be effected before the 2007-08 academic year for final adoption or reversion to the former system.

Regular Faculty Obligation (includes full time temporary contract faculty)

Regular faculty will be responsible for a total of 24 hours per academic year. Twelve (12) hours of that responsibility will be fulfilled on the two designated mandatory institutional days which will be Friday, August 18, 2006 and Tuesday, January 16, 2007; the additional twelve (12) hours will occur at any time during the academic year as outlined below:

Hours that fall on the mandatory day are not flexible, nor can they be "made up." Regular Faculty members who miss the mandatory day must file an absence form with Human Resources either for sickness or personal necessity during the semester in which that mandatory institutional day occurred. Failure to do so will result in their pay being docked from the May 31, 2007 paycheck.

For regular faculty less than 100% contract, the mandatory obligation will equate to their percentage, i.e. 60% = 3.6 mandatory hours each semester. Hours accrued on the mandatory institutional day beyond their obligation will be considered flexible hours. Hours calculated on academic year, flexible hours can occur any time during the year. (Pilot Year 2 = July 1, 2006 – May 9, 2007).

If a regular faculty member does not complete the 24 hours of professional development activities before June 1, 2007 s/he will risk losing pay which will affect STRS credit for that year. The benefit of flex activities means that there should be no need for "make-up" activities. For that reason, faculty who do not meet the 24 hours of obligation may be required to use sick leave or personal necessity leave to fulfill their obligation and to avoid payroll docking.

Adjunct Faculty Obligation

Adjunct faculty will be responsible for the hours they would normally teach a semester length class that falls on Wednesday, August 16 and Friday, August 18, 2006 in the fall and Tuesday, January 16 and Friday, May 25, 2007 in the spring. Adjunct faculty receives payment for these hours as calculated by Payroll and therefore have an obligation under state

Education Code to perform professional development activities. Each semester, Adjunct Flex obligation is determined by the days of the week of the teaching schedule (days and hours teaching a semester-length class in that semester), driven by the scheduled PDA days on the Academic Calendar (Wednesday, August 16 and Friday, August 18, 2006 in the fall, and Tuesday, January 16 and Friday, May 25, 2007 in the spring). For example, for Fall 2006, since the PDA days on the Instructional Calendar are a Wednesday (August 16) and a Friday (August 18), then the adjunct faculty member obligation is equal to the hours teaching a semester-length class that falls on those days of the week.

Adjunct faculty who do not fulfill their obligation may file an absence form either for sickness or personal necessity for mandated institutional days if those are the activities they have designated as meeting their flex obligation.

Hours are calculated on a semester basis and not on an annual basis because adjunct faculty members are employed semester by semester. Fall semester hours must be completed by December 15th, 2006. Spring semester hours must be completed by May 20, 2007.

Adjunct Faculty will be able to flex all of their hours of obligation, but are welcome to attend the mandated institutional days if they so choose. These hours can be applied to their flex obligation.

Non-Credit Unit A members will also have a flex obligation, depending upon scheduled classes. They will be able to flex all of their hours of obligation.

Flex Activity Procedures

Activities used for fulfilling the flex obligation must occur between July 1, 2006 and June 1, 2007. Faculty members may apply for and receive approval for a flex activity that takes place between May 9 and June 1, 2007. The flex period will extend beyond the usual 177 contractual days, but all activities must be completed no later than June 1, 2007 so that the District can report the hours to the Chancellor's Office by the annual deadline. The purpose of extending the period of time past the end of the semester is to avoid the concept of "make-ups." Faculty members who do not complete their obligations will be required to use sick leave or personal necessity leave to fulfill their contractual obligation for mandated institutional days. Failure to complete the obligated paid hours will result in payroll docking.

Flex can be fulfilled only through appropriate activities jointly pre-approved by the PDA/FLEX Committee per the agreed-upon criteria (NOTE: Choices may be somewhat limited during the initial semester of the pilot due to time constraints).

Flex fulfillment will be tracked by the Staff Development Office, with the assistance of the Deans as necessary. An automated flex program is available to assist in this process.

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Janet McCulloch, President, All Faculty Association
Mary Kay Rudolph, District Representative