



## The Office of Professional Development- Flex FAQ's

### Why do we have Professional Development and the Flexible Calendar?

The purpose of Professional Development and the Flexible Calendar Program is to provide time for teaching faculty to participate in the development of activities related to “staff, student and instructional improvement.” Under *Title 5 section 55720.a* of the Education Code, it states:

*“Subject to the approval of the Chancellor pursuant to Section 55724, a community college district may designate an amount of time in each fiscal year for employees to conduct staff, student and instructional improvement activities. These activities may be conducted at any time during the fiscal year. The time designated for these activities shall be known as “flexible time.”*

### How many hours must I complete for my flex obligation?

**Full-time:** For full-time faculty teaching on a compressed calendar, the academic workday is 6.7 hours per day, and for the duration of this agreement, the professional development obligation is 33.5 hours of professional development activity per academic year.

**Adjunct:** For persons with hourly teaching assignments, the hourly teaching professional development obligation for an academic year equals half the sum of the standard hour’s value of the fall assignment and the standard hour’s value of the spring assignment. (The standard hour’s value of a course is the number of hours per week the class meets). Professional development obligation also applies to nontraditional instruction such as PACE, TBA, online, noncredit, and regardless of whether the class is full semester or short term.

### How do I calculate my flex hours?

#### Example of Full-Time Calculation:

Semester	Days x Hours per day	Hours
Fall	3 days x 6.7 hours	20.1 hours
Spring	2 days x 6.7 hours	13.4 hours
		<b>Total = 33.5 hours</b>

#### Example of Part-Time Calculation:

**Example 1:** An adjunct instructor teaching a 3-hour hourly assignment for Fall and Spring semesters is obligated to complete 3 hours. The calculation is as follows:

3 hours for Fall + 3 hours for Spring = 6 hours divided by 2 = 3 hours.

**Example 2:** An adjunct instructor teaching a 6-hour assignment either Fall semester or Spring semester is obligated to complete 3 hours. The calculation is as follows:

6 hours divided by 2 = 3 hours.

### Is there a mandatory Flex day where all faculty must attend?

At East Los Angeles College the mandatory Flex day is usually held prior to the start of the Fall semester. A mandatory Professional Development day will require the attendance of all full-time classroom faculty. Hourly faculty are welcome to attend such activities but are not obligated to do so.

## How do I get Flex credit?

You can receive Flex credit for participating in staff, student and instructional improvement activities. According to the California Education Code, *Title 5, section 55724*, activities may include:

- Instruction and evaluation
- Instructional improvement
- Program and course curriculum or learning resource development and evaluation
- Student personnel services
- Learning resource services
- Student advising, guidance, orientation, matriculation services
- Student, faculty, and staff diversity
- Departmental meetings (credit given to adjunct faculty only)
- Conferences and workshops
- Institutional research

## When do I need to turn in my Flex Hours?

The Professional Development schedule currently runs from July 1 to June 30 of each year, reporting once a year. Reports on Professional Development activity are due from faculty the day after the last Professional Development day of the Spring with final reporting to be completed by the Professional Development Coordinator by June 30 of each year. The Professional Development obligation remains even though the Professional Development days shown on the calendar may occur outside of the payroll assignment. The faculty member is paid for the obligation as part of the total level pay issued over the term of the assignment for the class.

## Do non-classroom faculty have to complete flex?

Non-classroom faculty are not required to participate in Professional Development days. All faculty are invited to participate at the fall mandatory on-campus day as long as adequate staffing for student needs is provided. Non-classroom faculty, including non-classroom temporary adjuncts, are entitled and encouraged to and should not be unreasonably denied the opportunity to participate in Professional Development activities as part of their regular assignment with approval of the Department Chair.

## How do I report my Flex hours?

We are now using the CISLive database to track all Flex obligations for classroom faculty.

You can now view your Flex hours on CISLive, by contacting the Office of Professional Development (323.265.8949), or by visiting the Teaching and Learning Center, F5-321.

You can submit your Flex hours to the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSdeJwv3TQ593qwcSrDie5iXrdYdS3GXnuTnGWZHlvSv7a4vhQ/viewform>

## Where do I get a copy of my Final Flex Report?

You can obtain a copy of your Final Flex Report by emailing us at:

[professionaldevelopment@elac.edu](mailto:professionaldevelopment@elac.edu) or in the Teaching and Learning Center, F5-321

## What happens if I do not complete my Flex obligation?

Since Professional Development days are defined in Title 5 as “*in lieu of instruction*” it is the obligation of every classroom faculty to complete their flex or expect a payroll deduction to be made at the rate of one hour of contract pay for each hour of unmet Professional Development obligation.

In addition, your Professional Development can be used as a tool for faculty evaluation purposes.