



# Fall Flex Report Form

## Part-Time Faculty



According to the Certificated Hourly Instructors (CHI) contract, you will be compensated for up to the same number of hours that you are assigned to work on Flex Day if you participate in a Flex activity **OR** up to one hour (per academic year) if you are not assigned to work on Flex Day and choose to participate in one on-campus Flex activity. If your payroll is deducted because you missed the deadline (one week after Spring Flex Day), you have until **December 1<sup>st</sup>** to submit this *Part-time Faculty Flex Report Form* to your department's Academic Administrative Assistant in order to be compensated for Flex Day.

<b>Name:</b>		<b>Date:</b>
<b>Department:</b>	<b>Email:</b>	<b>Phone:</b>

Flex Activity	How to Verify	Additional Information	Hours
<b>Fall Flex Day</b> <i>Thursday, September 21, 2017</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
<b>Floating Flex Day</b> <i>Saturday, December 16, 2017</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
<b>Spring Flex Day</b> <i>Thursday, March 15, 2018</i>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop		
<b>Webinars &amp; Online Workshops</b>	Attach a <u>Flex Verification Form</u> and confirmation of completion (from website)	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/FPD/webinars/index.cfm">http://www.lbcc.edu/FPD/webinars/index.cfm</a></li></ul>	
<b>Conferences</b>	Attach a <u>Flex Verification Form</u> for each conference	<ul style="list-style-type: none"><li>6 hours max per conference</li><li>Must be related to faculty assignment and/or pedagogy &amp; attended during non-assigned hours</li></ul>	
<b>Other LBCC Campus-wide or Department Activities</b>	Sign the <u>Flex Activity Sign-in Sheet</u> at each activity	<ul style="list-style-type: none"><li>Attach a list of all LBCC Flex activities attended during the current semester for easier verification</li></ul>	
<b>Individual Activities</b>	Attach a <u>Flex Verification Form</u> for each activity	<ul style="list-style-type: none"><li>Must be pre-approved by the FPD FLEX Subcommittee</li><li>Download and submit a <u>Flex Proposal Form</u></li></ul>	
<b>Instructional Technology &amp; Distance Learning (ITDL)</b>			
<ul style="list-style-type: none"><li><b>Instructional Technology Development Center (ITDC) Workshops</b></li></ul>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/Moodle/workshops.cfm">http://www.lbcc.edu/Moodle/workshops.cfm</a></li></ul>	
<ul style="list-style-type: none"><li><b>Distance Learning – Teach Online Seminar</b></li></ul>	Attach a <u>Flex Verification Form</u> for each training	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/DL/">http://www.lbcc.edu/DL/</a></li><li>Only for faculty assigned to teach online</li><li>Must be pre-arranged by calling 562-938-4025</li></ul>	
<b>Learning &amp; Academic Resources</b>			
<ul style="list-style-type: none"><li><b>Directed Learning Activity (DLA)</b></li></ul>	Attach <u>Training Certification</u>	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/LAR/Flex.cfm">http://www.lbcc.edu/LAR/Flex.cfm</a></li><li>4-6 hours max</li><li>May be taken once every 5<sup>th</sup> semester</li></ul>	
<ul style="list-style-type: none"><li><b>Supplemental Learning Assistance (SLA)</b></li></ul>	Emily Barrera will provide confirmation of completion to FPD	<ul style="list-style-type: none"><li>Contact Emily Barrera at <a href="mailto:ebarrera@lbcc.edu">ebarrera@lbcc.edu</a> with your name &amp; ID number to access this activity in Moodle</li><li>3 hours max</li></ul>	
<b>Total Hours</b>			

I have completed the approved plan with a total commitment of \_\_\_\_\_ Flex Hours for Fall 2017.

Signature \_\_\_\_\_ Date \_\_\_\_\_