



Flex Report Deadline

Part-Time Faculty



If you are assigned to work on Flex Day, then you have a Flex requirement that is equal to the hours you are assigned to work. You will be compensated for up to the same number of hours that you are assigned to work per Certificated Hourly Instructors (CHI) contract. If you are not assigned to work on Flex Day, then you do not have a Flex requirement.

All Flex Forms can be downloaded at <http://www.lbcc.edu/FPD/flex.cfm>.

Flex Reports are to be submitted **ONE WEEK AFTER FLEX DAY** each semester.

- If you do not submit a *Part-time Faculty Flex Report* to your school's Academic Administrative Assistant (AAA) by the specified deadline, then you will receive a payroll deduction.
- The deduction can be recovered if you complete an approved Flex Activity and submit the *Part-time Faculty Flex Report* by the final deadline (December 1st - Fall Flex; May 17th - Spring Flex) to your school's AAA in order to be paid by the end of the semester.

School	Academic Administrative Assistant	Email	Mail Code
Culinary Arts Computer & Office Studies Public Services	Kathy Each	keach@lbcc.edu	---
Child & Adult Development Family & Consumer Studies	Raotana Tim	rtim@lbcc.edu	PCC
Trades & Industrial Tech	Tina Scruggs	tscruggs@lbcc.edu	PCC
Health, Kinesiology, Science & Math	Wendy Slater	wslater@lbcc.edu	B-2
Arts	Esther Contreras	econtreras@lbcc.edu	B-7
Social Sciences	Kathie Atwood	katwood@lbcc.edu	B-7
Counseling	Corinne Magdaleno	cmagdaleno@lbcc.edu	R-8
Language Arts & Communication	Gracie Mendoza	gmendoza@lbcc.edu	Y-13
Student Success Library	Laura Compian	lcompian@lbcc.edu	Y-21