



Spring 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 **May 1st** to submit this *Part-time Faculty Flex Report Form* to your department's Academic Administrative Assistant in order to be compensated for Flex Day.

Maximum credit for a single Flex activity is 6 hours. All Flex Forms can be downloaded at <http://www.lbcc.edu/FPD/flex.cfm>.

Name:	Date:	
Department:	Email:	Phone:

Flex Activity	How to Verify	Additional Information	Hours
Spring Flex Day Tuesday, March 7, 2017	Sign the Flex Activity Sign-in Sheet at each workshop		
Instructional Technology & Distance Learning (ITDL)			
• Instructional Technology Development Center (ITDC) Workshops	Sign the Flex Activity Sign-in Sheet at each workshop	• See listing at http://www.lbcc.edu/Moodle/workshops.cfm	
• Distance Learning – Teach Online Seminar	Attach a Flex Verification Form for each training	• See listing at http://www.lbcc.edu/DL/ • Only for faculty assigned to teach online • Must be pre-arranged by calling 562-938-4025	
Learning & Academic Resources			
• Directed Learning Activity (DLA)	Attach Training Certification	• See listing at http://www.lbcc.edu/LAR/Flex.cfm • 4 hours max • May be taken once every 5 th semester	
• Supplemental Learning Assistance (SLA)	Emily Barrera will provide confirmation of completion to FPD	• 3 hours max • Contact Emily Barrera at ebarrera@lbcc.edu with your name & ID number to access this activity in Moodle	
Webinars & Online Workshops	Attach a Flex Verification Form for each webinar	• See listing at http://www.lbcc.edu/FPD/webinars/index.cfm	
Conferences	Attach a Flex Verification Form for each conference	• 6 hours max per conference • Must be related to faculty assignment and/or pedagogy & attended during non-assigned hours	
Other LBCC Campus-wide or Department Activities	Sign the Flex Activity Sign-in Sheet at each activity	• Attach a list of all LBCC Flex activities attended during the current semester for easier verification	
Individual Activities	Attach a Flex Verification Form for each activity	• Must be pre-approved by the FPD FLEX Subcommittee • Download and submit a Flex Proposal Form	
Total Hours			

I have completed the approved plan with a total commitment of _____ Flex Hours for Spring _____.

Signature _____ Date _____