



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 Flex Day), you have until **December 1st** of the fall semester or **May 1st** of the spring semester to submit this *Part-time Faculty Flex Report Form* to your department's Academic Administrative Assistant in order to be compensated for Flex Day.

Name:		Date:
Department:	Email:	Phone:

Flex Activity	How to Verify	Additional Information	Hours
Fall Flex Day <i>Thursday, September __, 20__</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
Floating Flex Day <i>Saturday, December __, 20__</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
Spring Flex Day <i>Thursday, March __, 20__</i>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop		
Webinars & Online Workshops	Attach a <u>Flex Verification Form</u> and confirmation of completion (from website)	<ul style="list-style-type: none">See listing at https://www.lbcc.edu/post/fpd-premium-webinars-workshops	
Conferences	Attach a <u>Flex Verification Form</u> for each conference	<ul style="list-style-type: none">6 hours max per conferenceMust be related to faculty assignment and/or pedagogy & attended during non-assigned hours	
Other LBCC Campus-wide or Department Activities	Sign the <u>Flex Activity Sign-in Sheet</u> at each activity	<ul style="list-style-type: none">Attach a list of all LBCC Flex activities attended during the current semester for easier verification	
Individual Activities	Attach a <u>Flex Verification Form</u> for each activity	<ul style="list-style-type: none">Must be pre-approved by the FPD FLEX SubcommitteeDownload and submit a <u>Flex Proposal Form</u>	
Instructional Technology & Distance Learning (ITDL)			
<ul style="list-style-type: none">Instructional Technology Development Center (ITDC) Workshops	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop	<ul style="list-style-type: none">See listing at https://lbcc.instructure.com/courses/29893	
<ul style="list-style-type: none">Distance Learning – Teach Online Seminar	Attach a <u>Flex Verification Form</u> for each training	<ul style="list-style-type: none">See listing at http://www.lbcc.edu/DL/Only for faculty assigned to teach onlineMust be pre-arranged by calling 562-938-4025	
Learning & Academic Resources			
<ul style="list-style-type: none">Directed Learning Activity (DLA)	Attach <u>Training Certification</u>	<ul style="list-style-type: none">See listing at https://www.lbcc.edu/post/flex-opportunitiesMay be taken once every 5th semester	
Total Hours			

I have completed the approved plan with a total commitment of _____ Flex Hours for _____ (semester, year).

Signature _____ Date _____