

Flex Credit (F)

The Flex Calendar (7/1-6/30) agreement negotiated by SCEA and the District specifies that all Full-time Faculty complete 28 hours of approved professional development activities.

Two pre-semester days are mandatory (2 days=8 hrs)–the day that precedes the first day of the Fall and Spring semesters (Opening Days). The remaining 20 hours can be completed through any of the following:

Staff Development Program activities.

Individual Activity (off-campus workshops, conferences, seminars, or other activities):

Submit a Discipline-based Flex/Hurdle Activity Proposal (DBFHAP) form to your School Dean and Department Chair for approval. Upon completion, submit the form to the Staff Development Office for recording.

Due to the severity of State audit compliance, absence at pre-semester days (Opening Days) or non-compliance of flex obligation will result in pay loss. However, you have the same options available as when you are unable to teach a class (illness, personal necessity or bereavement).

The Flex Calendar is beyond the regular teaching schedule.

Flex hours cannot be carried forward to another academic year.

Adjunct faculty do not have a flex obligation. They are welcome to participate in flex activities; however, they will not receive hurdle credit unless it is indicated.

Hurdle Credit (H)

Full-time and Adjunct Faculty are encourage to participate in professional development activities to receive hurdle credit. Options for earning hurdle credit:

Staff Development Program activities when indicated.

The credit value is as follows:

16 hours = 1 unit
8 hours = .50 unit
4 hours = .25 unit
2 hours = .125 unit
1 hour = .0625 unit

Individualized Study: Full participation in a SWC course. Please submit an Individualized Study form to your instructor for approval, and follow audit procedures. Upon completion, submit the form to the Staff Development Office for recording.

Accredited College Courses: Upper division or graduate courses that have education designators or are related to current or future contract assignments. Submit an official grade report, letter, or transcript to Human Resources. Courses not designated as upper division or graduate maybe taken for salary advancement. Receive prior approval from the Vice President for Academic Affairs (SCEA Contract, Section 7.2.4).

Projects or Unaccredited Courses: May be completed for salary advancement. Submit an Alternate Salary Reclassification form to Office of Instruction. Approval is a joint decision of SCEA President and Vice President for Academic Affairs (SCEA Contract, Section 7.2.3).

Individual Activity (off-campus workshops, conferences, seminars, or other activities):

Submit a Discipline-based Flex/Hurdle Activity Proposal (DBFHAP) form to your School Dean and Department Chair for approval. Upon completion, submit the form to the Staff Development Office for recording (effective 3/7/05).

Educational Incentive (EI)

The District and CSEA agree in concept to the following Educational Incentive Program.

Effective January 1, 1999, the Educational Incentive Program shall provide for a three-time one-range increase on the Bargaining Unit Member's Salary Schedule for each Bargaining Unit Member who completes the requirement of the Educational Incentive Program (12 semester units of College course work).

Activities for which credit may be granted include, but need not be limited to College course work, workshops, conferences, seminars, and College-sponsored in-service programs. Sixteen (16) hours is equivalent to one unit of course work.

To receive credit for participation in an educational incentive activity, the Bargaining Unit Member must receive prior approval from his/her immediate supervisor and area Vice President, and the activity must be job-related, as determined by the Director of Human Resources.

More Guidelines

Workshop Presenters

Presenters may request flex or hurdle credit and receive two hours of preparation time for every hour of presentation. A third option is to receive payment at \$35/hour for presentation only.

Adjunct Faculty

Adjunct faculty do not have a flex obligation but are encouraged to attend all activities. They will not receive hurdle credit for flex activities.

Uh-Oh's & No-No's

- Split credit between flex and hurdle
- Retakes for credit
- Changing credit
- Travel/meal time as credit
- Partial attendance for credit