

AFT Proposal 11/1/2017
ARTICLE 8.S FLEX DAYS (NEW SECTION)

1. **Professional Development Flex Activities**

"Professional Development" flex activities include workshops and meetings held at CCSF that are given a CCSF CRN number.

2. **Independent Flex Activities**

"Independent" flex activities are those activities relevant to professional growth or to faculty assignment, and include workshops, conferences, seminars, individualized study, research, or other work that is not part of a faculty member's regular assignment. These flex activities can take place on the planned Independent Flex Day or at any time during the semester.

3. **All Faculty Flex Activities Requirements**

- a. All faculty will submit reports of their flex activities on the Flex Report Forms or online.
- b. Surplus Professional Development activities will be applied to Independent Flex requirements.
- c. Faculty whose work or other ongoing obligations outside of CCSF conflict with CCSF-scheduled Professional Development flex activities may substitute Independent flex activities for Professional Development flex activities.
- d. Extra flex activity hours cannot be carried over to the next academic year.
- e. Department meeting attendance cannot exceed five (5.0) hours of flex credit per semester.
- f. As part of the College's commitment to an inclusive and non-discriminatory workplace, faculty are expected to participate in diversity workshops or other flex activities covering subjects such as disability discrimination, gender bias, homophobia, and racism offered on Professional Development Flex days or as part of one's Independent Flex activities. The District will provide an adequate number and variety of opportunities for such workshops.
- g. Faculty flex day workshop presenters earn double credit for every hour they present.

4. Flex Activity Requirements for Full-time Faculty

- a. Five (5) hours of flex activity are required per flex day.
- b. Faculty on partial-load leave are required to perform a portion of flex day hours proportional to their workload.
- c. Full-time faculty are obligated to attend department meetings held on Professional Development flex days, except as covered by 8.S.3.c above.

5. Flex Activity Requirements for Part-time Faculty

- a. Flex days are part of the academic calendar.
 - Semester-long assignments will include all flex days in that semester.
 - Short-term assignments that include the first week of the semester will include flex days at the beginning of the semester.
 - Short-term assignments that span a flex day will include that flex day.
- b. Part-time faculty whose assignments include flex days are required to engage in flex activities according to the number of hours (up to five hours) they would have been assigned if the flex day had been an instructional day. For example, a part-timer whose regular assignment is for 3 hours on Thursdays is required to engage in 3 hours of a Thursday flex day.
 - Ancillary assignments are excluded from the calculation of regular hours for this purpose.
 - No part-timer will be required to work more than five hours in one flex day.
- c. Part-time faculty whose assignments include flex days must make a good-faith effort to attend scheduled flex day activities, including department meetings, held during their normally scheduled work hours on that day.