

# RIO HONDO COLLEGE

## FLEX Program

Phone: 562 463-3210 e-mail: [tamartinez@riohondo.edu](mailto:tamartinez@riohondo.edu)

### FREQUENTLY ASKED QUESTIONS

1	<p><b>What is FLEX?</b></p> <p>The FLEX Calendar provides for instructional improvement activities through the shortening of the instructional calendar. Title V requires a 175-day academic calendar for California community colleges. Rio Hondo College has negotiated a 168-day instructional calendar, with the additional required 7 days satisfied by FLEX activities. <b>Flex hours are <u>not</u> extra work. It is part of your contractual responsibility for which you are being paid.</b></p>
2	<p><b>What is the purpose of FLEX?</b></p> <p>Per (Title 5, Section 55720), the purpose of the FLEX calendar is to provide time for faculty to participate in developmental activities related to staff, student and instructional improvement.</p> <p>Time away from teaching and administrative duties allows instructors to function as learners as they update skills and fulfill the need to stay abreast of changes in curriculum, instructional improvement, pedagogy and technology. In turn this brings a wider perspective to teaching, enhances teaching effectiveness and renews enthusiasm.</p>
3	<p><b>How many hours do I owe? What if I'm an "non-instructional faculty?"</b></p> <p>Your FLEX obligation is determined by your teaching load. Each semester, the "instructor sheet" you sign will indicate the number of hours you must complete for that term. Visit <a href="http://www.riohondo.edu/staffdev/FLEX.htm">www.riohondo.edu/staffdev/FLEX.htm</a> to see the FLEX Load Factor formula. Additionally, you may check your obligation via our "FLEX Reporter" online system on a 24-7 basis once instructor loads have been transferred into the system.</p> <p>Non-instructional faculty who do not teach are required to complete 12 hours of FLEX on the 2 mandatory on campus FLEX Days. These faculty may choose to attend FLEX Day events or hand in documentation of working on campus in lieu of attendance. Those with a teaching load will incur additional hours of FLEX obligation.</p>
4	<p><b>What are approved FLEX activities?</b></p> <p>Most divisions have a list of approved FLEX activities that align with Chancellor's office guidelines. The FLEX committee has also devised a pre-approved list of activities that ALL faculty can use. Visit the FLEX website @ <a href="http://www.riohondo.edu/staffdev/FLEXDivActivities/index.htm">http://www.riohondo.edu/staffdev/FLEXDivActivities/index.htm</a> or ask your division secretary for a copy.</p> <p>If you'd like approval for a new activity, 1<sup>st</sup> submit it to your department for consideration. After department approval, the FLEX committee will consider it for addition to the list.</p>
5	<p><b>What sort of activities can NOT be counted for FLEX?</b></p> <p>As a general rule, any activity that is compensated and/or part of your regularly contracted duties cannot be counted for FLEX. The following are a few examples:</p> <ul style="list-style-type: none"><li>- Class Prep</li><li>-Updating of course materials, syllabi...</li><li>-Office Hours</li><li>-Union activities</li><li>-Committee work &amp; Department meetings*</li><li>-Teaching/Subbing</li></ul> <p>(*disallowed for full-timers, but ok for part-timers)</p>
6	<p><b>What are the consequences if I do not meet my FLEX obligation?</b></p> <p>All full &amp; part-time faculty have been paid in advance with the trust that they will complete contracted FLEX hours. <b>Failure to document completion of your FLEX obligation by the stated deadlines will result in the docking of your pay.</b></p>



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	Turn over for more FAQs
7	<p><b>When can I complete my FLEX obligation and what are the deadlines?</b> FLEX must take place <b>OUTSIDE</b> of regularly scheduled duties such as classes, committee assignments, and any other regularly contracted obligations.</p> <ul style="list-style-type: none"><li>- Full time faculty may complete FLEX between July 1<sup>st</sup> and May 1<sup>st</sup> of the academic year.</li><li>- Part-time faculty must complete their FLEX obligation <b><u>EACH</u> semester.</b></li></ul> <p>Documentation must be submitted by <b>December 1<sup>st</sup> for Fall semester</b> and <b>May 1<sup>st</sup> for Spring semester*</b></p> <p>*Faculty may complete FLEX hours until June 30<sup>th</sup> as long as documentation of projected activities is received by the FLEX office by the May 1<sup>st</sup> deadline.</p>
8	<p><b>Can I carry over time fulfilled to the next academic year?</b> No, time fulfilled can <b>ONLY</b> be carried over from Fall semester to Spring semester as July 1<sup>st</sup> is the beginning of a new fiscal year. Part-time Faculty <b>MUST</b> complete their obligation <b><u>EACH</u> semester.</b></p>
9	<p><b>What are the maximum hours per day per activity?</b> <b>6 hours per day</b> which <b>MUST NOT CONFLICT</b> with normal workday activities; classes, committee assignments... You may claim more than 6 hours a day if you provide a detailed agenda of the event which clearly shows additional time. Only documented "working" lunches may be claimed.</p> <p>Peer reviews are limited to 5 per school year at 6 hours for each review.</p>
10	<p><b>Do I have to attend FLEX Day?</b> Attendance at Fall and Spring FLEX Days is contractually required for <b>ALL</b> Full-time faculty. Absences must be reported to your Dean and will be charged against sick leave.</p> <p><b>Part-time faculty</b> are invited but not required to attend.</p>
11.	<p><b>How do I document my FLEX activities?</b> Documentation occurs in two ways:</p> <ul style="list-style-type: none"><li>-On campus FLEX/Staff Development sponsored events will have a FLEX sign-in sheet, which will be forwarded to the FLEX office where hours will be input for you. (Be sure to print legibly!)</li><li>-As of fall 2011, for all other activities log into the online "FLEX Reporter System" accessed via the portal on the Faculty page @ <a href="https://accessrio.riohondo.edu/cp/home/displaylogin">https://accessrio.riohondo.edu/cp/home/displaylogin</a> . As a note, "Individual Faculty Plans" must be completed each semester on the FLEX Reporter system <b>before</b> you will be able to input completed activities.</li></ul> <p>Note – no more paper "Self-Documentation forms will be accepted in the FLEX Office. Forms received will be returned to faculty via campus mail. For any assistance with the FLEX Reporter system, please contact Teresa Martinez.</p>
12.	<p><b>How can I contact the FLEX Office?</b> Call Teresa Martinez, our FLEX clerk at ext. 3210, e-mail her at <a href="mailto:tmartinez@riohondo.edu">tmartinez@riohondo.edu</a> or come by our office in LR 126B. Every effort will be made to return calls or email within 2 working days.</p>

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