

Memorandum of Understanding:

PDA/FLEX Program, 2007 – 2008

For 2007-08, AFA and the District agree to continue implementing flexible (hereafter referred to as “flex”) professional development activity hours. The Professional Development Committee will continue to review the program with AFA, the Academic Senate, and Academic Affairs so that modifications and refinements may continue for further improvement of the program.

Regular Faculty Obligation (includes full time temporary contract faculty)

Regular faculty will be responsible for a total of 24 hours per academic year. Twelve (12) hours of that responsibility will be fulfilled on the two designated mandatory institutional days which will be Friday, August 17, 2007 and Tuesday, February 19, 2008; the additional twelve (12) hours will occur at any time during the academic year as outlined below:

- Hours that fall on the mandatory day are not flexible, nor can they be “made up.” Regular Faculty members who miss the mandatory day must file an absence form with Human Resources either for sickness or personal necessity **during the semester in which that mandatory institutional day occurred. Failure to do so will result in their pay being docked from the May 31, 2008 paycheck.**
- For regular faculty less than 100% contract, the mandatory obligation will equate to their percentage, i.e. 60% = 3.6 mandatory hours each semester. Hours accrued on the mandatory institutional day beyond their obligation will be considered flexible hours. Hours calculated on academic year, flexible hours can occur any time during the year.
(Program Year is July 1, 2007 – May 1, 2008)

If a regular faculty member does not complete the 24 hours of professional development activities before May 1, 2008 s/he will risk losing pay which will affect STRS credit for that year. The benefit of flex activities means that there should be no need for “make-up” activities. For that reason, faculty who do not meet the 24 hours of obligation may be required to use sick leave or personal necessity leave to fulfill their obligation **and to avoid payroll docking.**

Adjunct Faculty Obligation

Adjunct faculty will be responsible for the hours they would normally teach a semester length class that falls on Fridays and Wednesdays in the Fall 2007 semester and Mondays and Tuesdays Spring 2008 semester. Adjunct faculty receives payment for these hours as calculated by Payroll and therefore have an obligation under state Education Code to perform professional development activities.

Each semester, Adjunct Flex obligation is determined by the days of the week of the teaching schedule (days and hours teaching a semester-length class in that semester), driven by the scheduled PDA days on the Academic Calendar (Friday August 17, 2007 and Wednesday, November 21, 2007 in the Fall 2007 semester, and Tuesday, February 19, 2008 and Monday, March 24, 2008 in the Spring 2008 semester). For example, for Fall 2007, since the PDA days on the Instructional Calendar are a

Adjunct Faculty Obligation (Continued)

Wednesday (August 17) and a Friday (November 21), then the adjunct faculty member obligation is equal to the total hours teaching a semester-length class on those days of the week.

- Adjunct faculty who do not fulfill their obligation may file an absence form either for sickness or personal necessity for mandated institutional days if those are the activities they have designated as meeting their flex obligation.
- Hours are calculated on a semester basis and not on an annual basis because adjunct faculty members are employed semester by semester. Fall semester hours must be completed by December 1st. Spring semester hours must be completed by May 1st.
- Adjunct Faculty will be able to flex all of their hours of obligation, but are welcome to attend the mandated institutional days if they so choose. These hours can be applied to their flex obligation.
- Non-Credit Unit A members will also have a flex obligation, depending upon scheduled classes. They will be able to flex all of their hours of obligation.

Flex Activity Procedures

- Activities used for fulfilling the flex obligation must occur between July 1, 2007 and May 1, 2008. Regular faculty members may apply for and receive approval for a flex activity that takes place between May 1 and June 30, 2008. The flex period will extend beyond the usual 177 contractual days, but all activities must be completed no later than June 30, 2008 so that the District can report the hours to the Chancellor's Office by the annual deadline. The purpose of extending the period of time past the end of the semester is to avoid the concept of "make-ups." Faculty members who do not complete their obligations will be required to use sick leave or personal necessity leave to fulfill their contractual obligation for mandated institutional days. **Failure to complete the obligated paid hours will result in payroll docking.**
- Flex can be fulfilled **only** through appropriate activities jointly **pre-approved** by the Professional Development Committee/Flex Sub-committee per the agreed-upon criteria.
- Flex fulfillment will be tracked by the Staff Development Office, with the assistance of the Deans as necessary. An automated flex program is available to assist in this process.
- July 2007

Janet McCulloch, President, All Faculty Association
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