

## CLARIFICATION OF FLEX POLICIES

FLEX is designed to enhance faculty development. By law, each RCCD faculty member is responsible for the development of his or her plan for professional and/or personal growth for the purpose of instructional development within the confines described in the RCCD contract.

The RCCD FLEX obligation is 18 hours per year (July 1 – June 30). Faculty have broad discretion about how they complete the 18 hours as long as they gain department approval.

By contract RCCD's FLEX contracts are approved by departments or (if designated by the department) by department chairs. **The administration (including the Office of Faculty Affairs) plays NO role in approving FLEX contracts.** The Office of Faculty Affairs is responsible for record keeping.

**State regulations require careful tracking of hours and verification of time** (Title V Section 55727 & 55728) through sign-in sheets, ticket stubs, examples of work, etc. The Office of Faculty Affairs was reminded by the State Chancellor's Office that thorough record keeping is a District obligation. The state has the right to audit RCCD's records to verify completion.

Since FLEX hours must be completed, or pay withheld, your individual FLEX plans are important. If you have completed an Individual Plan, please forward evidence of that completion at your earliest convenience.

If you need assistance please contact the Office of Faculty Affairs at (951) 222-8845.