

## **ARTICLE 32. STAFF DEVELOPMENT**

### **32A. Staff Development**

The Campus Staff Development Committees shall determine the authorized uses of Staff Development funds according to their internal decision making processes.

#### **32A.1 *Campus Staff Development Committees (CSDC)***

~~It is understood that e~~ Each college shall have its own structure for establishing the CSDC. ~~It is further understood that the Faculty Association shall appoint no more than two (2) members per each College Committee, including a member appointee(s) who shall be a member of the College Enrollment Management Committee.~~ The Faculty Association may appoint a member to this committee per Article 4J. (Insert hyperlink to Article 4J here.)

#### **32A.2 *Release-Reassigned Time for Faculty CSDC***

~~Release~~ Reassigned time shall be granted to the CSDC members according to the discretion of each College.

#### **32A.3 *Flextime Day Responsibilities of the CSDC***

The CSDC on each campus shall create their campus ~~Flextime~~ Day program for mandatory ~~and non-mandatory~~ Flex periods. Working with the appropriate College President, the CSDC shall review their unit member proposals and recommendations for ~~Flextime~~ Day presentations. The decisions for Flex Day programs shall be made jointly by the Academic Senate or designee and the College President or designee.

### **32B. Flex Day Obligations**

Flex Day obligations shall be six (6) hours per day for a full-time Contract, Regular, or Temporary unit member. This shall apply to Mandatory and Variable Flex Days.

#### **32B.1 *Obligation of Part-Time (Adjunct) Faculty***

If a Part-time (Adjunct) unit member has a class cancelled during a scheduled Mandatory Flex Day, then the Part Time (Adjunct) unit member shall be obligated to attend the same portion of the Mandatory Flex Day as the length of the cancelled class. (For example, if the cancelled class was one hour, then the Part-time (Adjunct) unit member shall be required to attend one hour of the Mandatory Flex Day activities.)

#### **32B.2 *Obligation of Contract, Regular, and Temporary Faculty with Overload Assignment***

If a Contract, Regular, or Temporary unit member has an overload assignment for extra pay on a scheduled Mandatory Flex Day and starting after the end of

the Mandatory Flex Day obligation, then that unit member shall not be excused from part of the Mandatory Flex Day obligation.

**32B.3 Flex Obligation When Load Requirement at End of Flex Day**

If a Contract, Regular, or Temporary unit member has a Contract obligation for load on a Mandatory Flex Day that starts after the end of the Mandatory Flex Day obligation, that unit member shall be excused from the entire Mandatory Flex activity but shall meet his/her scheduled evening load and office hour obligation. If load is split between day and night the unit member shall attend (3) three hours of Mandatory Flex obligation as well as his/her scheduled evening load and office hour obligation.

**32B.4 Attendance Requirement**

Mandatory and Variable Flex Day attendance shall be accounted for by Division Deans. ~~keeping a record of unit members in their division who are in attendance at the Mandatory Flex Day activities.~~

**32B.5 Required Orientation Days Exception**

First year Contract faculty shall not count the two days of required orientation in [Article 8C.2](#) as Variable Flex activities.

**32C. Compensation for Flex Day Activities**

**32C.1 Contract, Regular, and Temporary Faculty**

Contract, Regular, and Temporary unit members who attend a Mandatory Flex Day activity or a Variable Flex Activity ~~in lieu as part~~ of their regular Contract duties shall not be compensated extra for their Flex obligations.

**32C.2 Part-Time (Adjunct) Faculty**

Part-time (Adjunct) unit members who participate in Mandatory Flex Day activities ~~in lieu as part~~ of their Contract obligations shall not be compensated for their Flex Day activities. ~~obligations.~~ If a Part-time (Adjunct) unit member attends a Flex activity for which his/her participation has been approved for compensation by management and which is in excess of his/her Contract obligations, then that unit member shall be paid hourly according to “F-Hour” Rate Schedule (see [Article 21G.2](#)).

**32C.3 Presenter Compensation**

See Appendix: [Flex Day: Compensation Form](#)

Unit members presenting workshops that can be used by others to fulfill Flex requirements shall be compensated ~~in time for preparation time in addition to the hours completed by attending the workshop~~ at the rate of one (1) hour of preparation time for each hour of presentation time according to the “F-Hour” Rate Schedule. (See Article 21G.2) **Hyperlink here.** The presenter’s preparation hours shall be listed on the appropriate negotiated form. A presenter

may not receive Variable Flex credit for the preparation/presentation of work that is being otherwise compensated or for which reassigned time is provided. For every hour of presenting there shall be a two-to-one Flex credit to apply to that fiscal year Flex obligation.

### **32D. Failure to Complete Flex Time Obligations**

Every six hour block of time that is fully accounted for on a Contract, Regular, or Temporary unit member's individual Report Form shall count toward the completion of one working (Flex) day. For every six hour block of time that is not fully accounted for by ~~May 20~~ June 1 of every academic year, there shall be one sick day deducted for that unit member for the appropriate academic year.

#### **32D.1 Factual Accounting for Proportional Attendance**

If the unit member accounts for part of the six-hour block of time but less than the whole block, then a proportional fraction shall be deducted from the unit member's Sick Leave (for example, if a unit member accounts for 3 hours of Flex activity, then 0.5 sick days shall be deducted for that unit member.)

#### **32D.2 Part-Time (Adjunct) Faculty**

Part-time (Adjunct) unit members who miss required hour(s) of Flex activities shall have a one hour-for-one hour reduction in their Part-time (Adjunct) Sick Leave.

#### **32D.3 Effect of Variable Flex Activity That Extends Beyond the Academic Year**

Notwithstanding other parts of this Article, if a Variable Flex activity with prior approval of the Division Dean extends beyond the Academic Year, the unit member shall have until June 30 of that year to finish the activity without a penalty related to completing the requisite 175 days for the Academic Year.

### **32E. Conference and Honorary Leave (Contract/Regular/Temporary Faculty)**

A Contract/Regular/Temporary unit member shall have the opportunity for up to five (5) days of Conference or Honorary Leave per academic year without loss of salary or benefits.

#### **32E.1 Conference Leave Definition**

A Conference Leave is an employment-related conference, institute, workshop, or institute/workshop wherein a unit member will be a recipient of research, artistic production or publications, sponsored by a professional organization, that are pertinent to their professional work assignment. This language is not intended to include courses taken by a unit member to obtain an advanced degree, or to further his/her placement on the Salary Schedule, or District sponsored courses or workshops.

**32E.2 Honorary Leave Definition**

An Honorary Leave is an employment-related conference, institute, workshop, or institute/workshop wherein a unit member delivers a paper or speaks on his/her research, artistic production or publication, sponsored by a professional organization.

**32E.3 Conference and Honorary Leave Applications**

(See Appendix: [Conference Leave: Request Form](#) and [Conference Leave: Out of State Request Form](#))

Applicants shall submit requests for Conference and Honorary Leaves to the CSDC on the required negotiated form at least forty-five (45) calendar days in advance. Exceptions to the forty-five (45) calendar day advance application will require a written request for waiver to be submitted to the College President.

Any funds remaining in the CSDC travel budget, after all approved travel taken during the fiscal year has been reimbursed by the end of the academic year, shall be carried forward to the next fiscal year.

**32E.4 Conference and Honorary Leave Report**

The unit member provided Conference and/or Honorary Leave shall submit a follow-up Report of said Conference or Honorary Leave to the District representative designated at each College. The unit member shall also submit the Form for Reimbursement of Conference Expenses to said representative (see Appendix: [Conference Expense Claim Form](#)).

