

6.4 FLEXIBLE CALENDAR

6.4.1 Instructional Faculty – Contract/Non-Contract

Each instructor shall submit a written plan to the appropriate administrator designating two (2) staff development days, of six (6) hours each, for appropriate individual or group activities plus four (4) days each fiscal year, which will be designated as common days for college, division, or departmental activities. Full-time instructors will be required to be on campus on these common designated days. Department activities have priority on one of the two common days each semester. Any changes in procedures or timelines for plan submission will be prepared in consultation with the Association and distributed by the District.

The appropriate administrator shall review and sign each staff development plan to insure that each plan is in accordance with Title V regulations and district policies. If the proposed plan is not approved by the appropriate administrator, a faculty member may, within ten (10) days, appeal the decision in writing to the appropriate College President or his/her designee.

Notwithstanding the right of the District not to release instructors from teaching or other assigned responsibilities if it is deemed in the best interest of the District, the College President or his/her designee will approve the plan if it is in accordance with Title V regulations, district policies, and district needs. The decision of the College President or his/her designee is final.

The approved plan is a legally binding contract. Failure to submit a plan on time, or failure to complete part or all of the plan, will result in a proportionate reduction in compensation.

Development plans submitted by contract instructors shall constitute contractual obligations as outlined in the unit contract. Specifically, instructors shall have a thirty (30) hour scheduled commitment per week. Plans for non-contract instructors shall constitute 1.5 times the weekly contact hours. For non-contract instructors, staff development activities will be scheduled and organized by the administration and attendance at such activities is a required contractual obligation. A pro-rated number of staff development days will be computed for instructors on reduced contract, partial contract, and sabbatical leave assignment.

6.4.2 Counselors, Coordinators, Librarians, Health Service Staff, Special Services Faculty, and Other Categories not considered a Traditional Instructional Faculty.

The above staff may submit a staff development plan that may include up to the number of days available for instructional faculty. The days are flexible within the instructional calendar year.

Following consultation with staff, the district shall distribute policies and procedures for implementing the appropriate plan(s).

The appropriate administrator shall review and sign plans that are in accordance with district policies. If the proposed plan is not approved, the staff member may within ten (10) days, appeal the decision in writing to the appropriate College President or his/her designee. The decision of the College President or his/her designee is final. The district reserves the right not to release staff if it is deemed in the best interest of the district.

The approved plan is a legally binding contract. Failure to complete part or all of the plan will result in a proportionate reduction in compensation. Development plans submitted by faculty for flex days shall constitute contractual obligations.

6.4.3 Continuance of the Flexible Calendar

The Board of Trustees retains the right to determine, after consultation with faculty and staff, whether to continue the flexible calendar format for subsequent academic years.