



Part-time Faculty Fall 2009 Flex Information

Wednesday, 10/28/09



Frequently asked questions:

How many hours of Flex must I complete?

If you are assigned to work on Wednesday, 10/28/09, then you are required to complete up to three hours per day. If you work fewer hours (e.g. two), then you need only two hours. You will be compensated for the same number of hours that you are assigned to work, up to three hours, per Certificated Hourly Instructors (CHI) contract. If you do not report your Flex credit to your school secretary by November 24, 2009, your pay will be deducted on the last paycheck of the semester.

How do I report my Flex Activities?

Sign the attendance sheet at the workshop/department activity, and submit the attached Part-time Faculty Flex Report Form to your school secretary by November 24, 2009. (Download the Part-time Faculty Report Form at <http://fpd.lbcc.edu>.)

Will Long Beach City College classes be held on Wednesday, 10/28/09?

No. All classes are cancelled.

What if I am not assigned to work on Wednesday, 10/28/09?

Part-time faculty who are not assigned to work on Flex Days, do not have a Flex obligation for Fall 2009.

<i>Date</i>	<i>Flex Activities</i>
Friday 8/14/09	College Day
Wednesday 10/28/09	LBCC Flex Fall 2009 Workshops/Department Meeting: Consult the <i>Flex Registration Booklet</i> , or your Department Head for the schedule
Fall 2009	Other LBCC Workshops Check the website at http://fpd.lbcc.edu or call 938-4022
	DARE to Care at website http://dare.lbcc.edu (retakes allowed every fifth semester) Attach a copy of the DARE to Care printout to the <i>Part-time Faculty Flex Report Form</i>
	Faculty Resource Center Workshops/Projects Check the website at http://itdc.edu or 938-4255 Report the workshop on the <i>Part-time Faculty Flex Report Form</i>
	Conferences related to your LBCC teaching assignment and attended at times other than assigned hours Attach a 1 page conference report to the <i>Part-time Faculty Flex Report Form</i>
	Flex Activity at another College Attach a 1 page activity report to the <i>Part-time Faculty Flex Report Form</i>
Fall 2009	Individual/Group Project (Needs Pre-Approval) <ul style="list-style-type: none"> • Submit the <i>Part-time Faculty Flex Individual/Group Proposal Form</i> from the website at http://fpd.lbcc.edu to Y-8, by 10/16/09 for pre-approval. • Receive approval at your e-mail address • Report the activity on the <i>Part-time Faculty Flex Report Form</i>