

## **Flex Credit | Hurdle Credit | Educational Incentive Credit**

### **Flex Credit**

“Flex” refers to the Flexible Calendar program in which some days of instruction are replaced with professional development days. All California Community Colleges are required to have 175 days of instruction, and most colleges choose to replace some instructional days with “Flex” days.

*(For more information, see Title 5 of the California Code of Regulations, Sections 55700 – 55732.)*

At Southwestern College we have 169 days of instruction and 6 Flex Days: two mandatory days (Opening Day before the start of each semester) and four independent Flex days (noted on the Academic Calendar). Professional development activities for Flex credit may be completed during or outside of the four scheduled independent Flex days (between July 1 and June 30 of each academic year).

Full-time faculty are paid for 175 days of teaching, and the Flex days are included within those 175 days.

Full-time faculty are required to complete a total of 28 hours of professional development activities for Flex credit each year: 4 hours for each mandatory Flex day, plus 20 hours of professional development activities.

Part-time faculty do not have a Flex obligation.

For the full Flex Guidelines, please refer to the Flex website in the Faculty section of the Staff Development website: <http://www.swccd.edu/~staffdev/Faculty/SWC%20FCG.html>

### **“Hurdle” Credit**

“Hurdle” refers to the opportunity for all full-time and part-time faculty to complete professional development activities for the purposes of reclassification on the faculty salary scale. Selected professional development workshops have been approved for hurdle credit by the Vice Presidents of Academic Affairs and Student Affairs. To receive hurdle credit for participation in these workshops, participants must indicate “H” for hurdle credit on the sign in sheet and must provide evidence that they have applied what they have learned, usually through a brief reflection or application activity following the workshop.

Individual professional development activities require a proposal submitted to the cognizant Dean and Vice President for approval. The proposal form for individual hurdle activities is available from the Human Resources office and in the Outlook Public Folder for Human Resources.

The details of “hurdle” credit appear in the SCEA Contract (2009-12), available on the Human Resources website: <http://www.swccd.edu/PdfHr/SCEA-Contract.pdf>. Details of the Reclassification Procedures are on the reverse side of this paper.

Section 7.2.4 Reclassification Procedures (page 31 of SCEA Contract 2009-12)

- 7.2.4.1 (A) Accredited college or university courses, including extension courses, that are specified as upper division or graduate courses on transcripts, are automatically acceptable for reclassification if they meet one of the following conditions:
- (1) Courses taken from a school of education or courses which have an education designator;
  - (2) Courses related to the Unit Member's established. Faculty Service Area (FSA) or future assignments as anticipated by the Contract.
- (B) Courses and/or professional development activities not designated as upper division or graduate may be used for reclassification with approval of the cognizant Vice President. When such approval is required, it shall be based upon the following criteria:
- (1) In-service courses and/or professional development activities developed and sponsored by the District, approved by the cognizant Vice President, and offered for professional growth of the staff, shall be acceptable if designated as "hurdle credit" by the Staff Development Committee.
  - (2) Courses and/or professional development activities that directly relate to the Unit Member's assignment; shall be acceptable if their content can be applied to student learning, programs, and/or college operations. To make this evident, the faculty member shall demonstrate that the content of the activity was, is being, or will be shared with colleagues, applied in the classroom, and/or used in college operations or programs within the duties of the faculty member.
- (C) To earn credit for attendance at a multi-session or multiday conference, or similar activity, each session for which hurdle credit is requested shall be subject to the product requirement of 7.2.4.1 (B)(2) above.
- (D) When credit for presenting at a conference or similar activity is approved, it shall be awarded at a rate of "two times the number of hours of the session" to acknowledge the preparation time as well as the presentation time.
- 7.2.4.2 All course work to be used for reclassification must be completed prior to the beginning of the semester in which the Unit Member is reclassified. To be effective for the entire semester, the Unit Member must complete the reclassification procedures no later than September 22 to be eligible for reclassification for the fall semester, and February 22 for reclassification for the spring semester. Requests received after these dates will not become effective until the following fall or spring semester.

Unit Members shall verify class advancement course credit by filing with the Human Resources Office an official grade report or an official letter or an official transcript from the accredited institution. It is the Unit Member's responsibility to request course work verification not later than two weeks prior to the deadline date for reclassification. A copy of the request for verification shall be provided to the Human Resources Office. The deadline for reclassification shall be assumed to have been met if the Human Resources Office receives the verification of completed course work after the deadline date if the Unit Member has fulfilled all of the requirements of this section, and the delay was due to circumstances beyond the Unit Member's control.

## Educational Incentive Credit

The purpose of this program shall be to enhance the standards of service of the Classified Staff; to extend and constantly improve the standards of on-the-job performance of each classified employee; and to encourage the employee to improve his/her relationships with students, instructors, other employees and the public.

This Educational Incentive Program is not intended to restrict in any way the training and self-improvement efforts a classified employee may undertake on his/her own initiative. However, such training shall be considered applicable to the Educational Incentive Program only if it meets the standards as set forth in the program (please read CSEA Contract, Article XVII, pgs. 40-41).

To receive credit for participation in an educational activity, the participants must receive prior approval from his/her immediate supervisor and the area Vice President. Employees must apply for approval of course work or activity a minimum of **two (2) weeks prior** to the start of the course or activity. Applications for workshops, seminars, etc. must include a printed description of the activity and include the number of scheduled days and/or hours. The application is available in the Human Resources office and the Staff Development Program office.

Credit under the Educational Incentive Program shall be granted only for course work, seminars, conferences, and workshops will be deemed related to the employee's current work assignment or job family falling under the following criteria:

- A. Allows employee to gain new skills to broaden knowledge in his/her current job and broaden the opportunity for promotion within the presently assigned job family.
- B. The following course areas are considered related to all classified work assignments:
  - ◆ Communication Skills (i.e. Speech, Writing, English, and other related skills)
  - ◆ First Aid Courses
  - ◆ Spanish or any other foreign language appropriate to the work area
  - ◆ Health 101
  - ◆ Courses designed to develop inter-personal relationship skills selected from such disciplines as Management, Supervision, Psychology, Sociology, etc.
  - ◆ Health & Physical Fitness course work will be limited to three (3) units (Only 3 units out of the 36 will be allowed under P.E.)
  - ◆ Any District sponsored Staff Development workshop or activity will qualify for this program as long as it is on the employee's own time
  - ◆ Effective January 2, 2002, Classified Bargaining Unit Employees may submit coursework applicable towards a degree at the time of their third one-range increase. Degree courses are defined by the State of California and WASC Accreditation and can be used for the associate degree requirements.