

9.1 Subject to the remaining provisions of this Article, the parties shall meet on or before November 1 of each year to establish the instructional calendar for the following academic year. Two year calendars may be proposed by either side, subject to the review and approval of both parties.

9.2. The basis for a 10-month contract shall be 175 contract days and 175 teaching days within 40 consecutive calendar weeks, subject to the following:

9.3.A. Extended contracts shall be calculated as a pro-rata proportion of a 10-month contract rounded to the nearest digit.

9.4.B. The academic calendar shall include seven flex days. Of the seven (7) days, six (6) shall be self-assigned and one (1) shall be mandatory to attend orientation day in fall.

9.35 Flexible Calendar

The purpose of the flexible calendar program is to provide time for faculty to participate in professional development activities that are related to "staff, student, and instructional improvement" (Title 5, Section 55720).

9.35.A. Mandatory Flex Days are days on which faculty will perform appropriate flex activities. Contract faculty members are required to attend Mandatory Flex Days and must report absences in accordance with Section 8.2. Faculty may request to complete other activities on the Substitute Activity for Mandatory Flex Day Form (Appendix H, Form B1 or B2). The request must be submitted and approved by the faculty member's department chair or dean before mandatory flex day.

In the event that time constraints do not allow for the approval by normal authority, or if approval is denied, faculty may appeal to the College President. In the event the proposal is still disapproved, faculty members may appeal to the normal authority when they return. Information regarding such approval will be shared with the normal approving authority at the earliest possible time.

- (1) On mandatory flex days, contract faculty members shall attend not more than two hours of mandatory activity designed by the College President. Other activities on mandatory flex days are subject to negotiations. Other activities may include:
 - a. Division meetings, if scheduled, are mandatory. Division meetings may be subdivided into department or discipline groups to discuss appropriate topics for all or part of the division meeting.
 - b. Regular or special college committee meetings.
 - c. Meetings of other established faculty groups.
 - d. Activities scheduled by the appropriate campus flex day committee.
 - e. Teaching regular classes in those situations where it is not practical to cancel classes. These include classes involving plants, animals, licensing/certifying agencies, athletic and other performance classes with upcoming contests or performances, and other classes as approved by the College President. Faculty who teach approved regular classes are responsible for reporting the activity on a Flex Day Activity Form, (Appendix H, Form B1 or B2).
- (2) Contract faculty members are required to participate in appropriate flex activities on each mandatory flex day for six (6) hours.

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- (3) Non-contract faculty members are required to participate in appropriate flex activities for the number of hours they would normally be assigned on the mandatory flex day.
- a. The District agrees to provide each campus appropriate flex activities for non-contract faculty members during the hours they would normally have taught.
 - b. Non-contract faculty members may elect to participate in the other activities as described in 9.3.5A(1).
 - c. Non-contract faculty members may substitute other scheduled meetings, such as faculty orientation or division meetings, even though they are held on a different day. A Flex Day Activity Form (Appendix H, Form B1) shall be used to record these activities. There will be no other compensation for such activities.
 - d. Non-contract faculty members may elect to participate in other self-assigned activities as described in Section 9.35.D.

9.35.B. Self-Assigned Flex Days are scheduled days during which appropriate flex activities may be performed. Faculty members may elect to complete self-assigned activities on other days.

(1) **Contract Faculty**

- a. The total number of hours of self-assigned flex activity required of contract faculty members in a year is the product of the total number of scheduled self-assigned flex days in the year and six (6). The activity used to satisfy the total hours required will be submitted on the contract faculty member's Master Flex Day contract (Appendix H, Form B2). The faculty member must sign and submit the Master contract by the last day of finals week of the spring semester. Activities can be completed by June 30 provided the activities are recorded on the submitted Master Flex Day Contract (Appendix H, Form B2). This certifies he/she has completed or is scheduled to complete the required hours.
- b. Contract faculty members with a non-contract extra hourly assignment shall have additional self-assigned flex day activity requirements equal to the sum of the number of extra hours they would normally be assigned on the self-assigned days scheduled.
- c. For purposes of Section 9.35, normal assignment hours end at 2 p.m. Monday through Friday. Faculty members with contract evening or Saturday assignments may use equivalent weekday hours for flex activities. Self-assigned flex activities may be performed any time outside of an individual's normal assignment hours.

(2) **Non-contract Faculty**

- a. The total number of hours of self-assigned flex activities required of each non-contract faculty member in a year is the sum of the number of hours a non-contract faculty member would normally be assigned on the days the self-assigned days are scheduled.

Non-contract faculty members may elect to attend mandatory flex day activities to satisfy self-assigned flex day requirements.

Non-contract faculty can also attend scheduled college/district activities described in Section 9.35.A(1) to satisfy self-assigned flex day requirements.

- b. Leaves covered under Section 8.7, Professional Conference Leave, can satisfy self-assigned flex day requirements if they are in accordance with the activities listed in Section 9.35.D and are not within assigned working hours. (Appendix H, Form B1 will be used to record the flex activity).
- c. Non-contract faculty shall complete a Master Flex Day contract by the last day of finals week in the semester in which they work.

9.35.C. Flexible Calendar Committee

- (1) Each college will have a flexible calendar committee established in accordance with [Education Code, Section 84890 and 87150, et seq.](#), and Title 5, Section [55720-55730, et seq.](#), and shall be composed of at least one (1) AFT representative. A majority of the members of the committee will be faculty.
- (2) The Flexible Calendar Committee will:
 - a. Conduct an annual update and survey of the most critical staff, student, and instructional improvement needs in the District.
 - b. Review flex day problems reported by faculty, students, or management and suggest solutions.
 - c. Prepare information material for faculty about Flex Days.
 - d. Annually review flex day forms and recommend changes to the Federation and the District.
- (3) The Flexible Calendar Committee will select its chair by majority vote at the first meeting.

9.35.D. Appropriate self-assigned flex day activities include, but are not limited to, the following or the current [Education Code, Section 87150, et seq.](#), and Title 5, Section [55724-58180, et seq.](#):

- (1) Course instruction and evaluation;
- (2) Staff development, in-service training and instructional improvement;
- (3) Program and course curriculum or learning resource development and evaluation;
- (4) Student personnel services;
- (5) Learning resource services;
- (6) Related activities, such as student counseling, guidance orientation, matriculation services, and student, faculty and staff diversity;
- (7) Departmental or division meetings, conferences and workshops, and institutional research;
- (8) Other duties as assigned by the District.

The District agrees to avoid assigning other duties during mandatory flex days. The District reserves the right to schedule additional mandatory activities only when required to comply with Federal or State law. The District will seek concurrence of the Federation regarding these statutory mandatory activities prior to their implementation.
- (9) The necessary supporting activities for the activities listed in Section 9.35.D(1-8).
- (10) Faculty who prepare flex day activities as in Section 9.35.D shall receive flex activity credit for that preparation on an hour-for-hour basis.

9.36.E. Flexible Calendar Day Reporting Procedure

- (1) Each year faculty shall complete a Master Flex Day Contract (Appendix H, Forms B1 or B2) by the last day of finals week of the Spring semester. Activities can be completed by June 30 provided the activities are recorded on the submitted Master Flex Day Contract.
- (2) Although prior approval is not required for self-assigned flex activities, Form B1 or B2 shall be completed by the faculty member, then reviewed and approved by the department chair, department designee or Dean for consistency with the current *Guidelines for the Implementation of the Flexible Calendar Program* (published by the California State Chancellor's Office).

9.4 Non-Classroom faculty shall attend mandatory flex day unless the College President in writing exempts the faculty member from attending because enrollment will be adversely affected by their participation. All faculty exempted from the mandatory flex day activity will schedule an alternate flex day activity during the academic year to be approved by the department chair or dean. Self-assigned flex days may be taken on any day during the academic year; scheduling is subject to approval by the department chair or dean.
Reporting of flex day activities will be done in accordance with Section 9.36.E.

9.5 It is assumed that flex day activities will meet the Education Code requirement of a six (6) hour day.

9.6 It shall be the joint goal of the District and AFT to make efforts toward coordinating with semester breaks whenever feasible with the Ventura County Office of Education. Nothing in this provision shall prevent or impinge upon the provisions provisions of this article in the joint development of an instructional calendar for the exclusive bodies to whom this Agreement is binding.

9.7 The District and the Federation shall develop a Joint AFT/Management Compressed Calendar Exploratory Committee whose scope shall be to gather information and provide advice concerning the prospects, benefits and drawbacks of moving toward a compressed calendar. The Joint AFT/Management Compressed Calendar Exploratory Committee shall be composed of an equal number of Federation and management representatives, not to exceed three (3) each. The committee shall, as soon as possible, establish written by-laws for conducting its functions as set forth in this Agreement. This Exploratory Committee shall commence its work no sooner than from the strike date of this Agreement. This Exploratory Committee shall only remain in force until the final day of the term of this Agreement. The findings of this Exploratory Committee shall be non-binding yet they shall draft a report no later than by the final term of this agreement. The scope of this report shall be to inform both AFT and Management about the cost, sustainability, feasibility, implementation, value, detractions and benefits of a Compressed Calendar. Part of this Exploratory Committee's task shall be to determine IF the District moves to a compressed calendar, which Articles/Sections/Subsections of this Agreement shall need review and possible modification to be in alignment with the revised instructional calendar. No recommendations made by this Exploratory Committee shall be binding on the Federation or Management.

The Federation shall receive up to 1.2 FTEF annually which may be taken by the committee's faculty representatives as reassign -time or as an equivalent hourly stipend.

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