

Flex Criteria and Deadlines

You are in trouble if you do not take care of this stuff!!!

CRITERIA!!

ALL faculty (full-time and associate faculty) have an obligation to complete and record 2.0 hours of professional development activities for each 1.0 classroom LHE assigned. Take the Flex Test below to see if your activity qualifies for professional development / Flex credit.

The Flex Test

If you can answer "yes" to all three questions below, then your professional development activity is flex-eligible at MiraCosta. You may be required to provide reasonable justification in the event that verification is necessary.

Question 1:

Does the activity contribute to student, staff, and/or instructional improvement?

Student improvement

teaches you to assist students with larger, non-instructional issues, e.g. making better-informed life choices, becoming more meaningful contributors to society, becoming better-informed citizens, etc.

And / Or

Staff improvement

develops your non-instructional workplace skills

And / Or

Instructional improvement

develops your instructional skills, methods, etc.

Question 2:

Is the activity voluntary and without compensation?

Not required

The activity cannot be something that is required of you in the performance of your regularly expected duties and obligations.

No double-dipping

You are paid for flex activities because they are in lieu of instruction so you cannot accept additional compensation of any kind (stipends, honoraria, gifts, advancement on salary scale, etc.).

No canceling classes

You cannot claim flex credit for activities during times you are supposed to be teaching, i.e. if you cancel a one-hour class to participate in a ten hour conference, you can only claim nine hours of flex credit for that activity.

Question 3:

Will the taxpayers approve?

We're public employees

If the taxpayers find out their tax dollars paid you for this activity instead of classroom instruction, will they approve?

Subject to review/audit

As public records, flex transcripts are subject to review and/or audit by anyone at any time until the third July 1st beyond the activity's completion date (Class 3 Disposable Records per Title 5).


Cover your bases

Try to make sure your activities and supporting documentation leave no room for questions. In the event of a review or audit you may be asked to provide reasonable justification.

DEADLINES Academic Year 2022-2023!!

ASSOCIATE FACULTY:

NOTE: The reporting DEADLINE for Professional Development / FLEX activities is the end of the 12th week of the current semester in which you teach.

However, please be aware that since you can participate in PD activities through the last day of the semester in which you teach, you are permitted to record activities that you anticipate you will be attending after the deadline to record them. These are placeholders in the MyFlex system and helps you satisfy your Flex obligation by the reporting deadline. After you attend the activity, you can log into the [MyFlex](https://hub.miracosta.edu/pdp/)  [\(https://hub.miracosta.edu/pdp/\)](https://hub.miracosta.edu/pdp/) system and update your entry, if necessary.

FALL 2022: Thursday, November 10, 2022

SPRING 2023: Friday, April 21, 2023

FULL-TIME FACULTY:

The reporting DEADLINE for Professional Development / FLEX activities is **Jun 1st**.