

Flexible Calendar Program
2020-21 Certification (FC-001)
California Community Colleges
(Due: June 15, 2020)

College _____

District _____

Date

☐

Check this box if the college is **not participating** in the Flexible Calendar Program for 2020-21. The Chief Business Officer and Chief Instructional Officer signatures are required.

All signed certifications are to be mailed to:

California Community Colleges Chancellor's Office
Devin Rodriguez, Ed Services and Support
Attn: Flex Calendar Certification Processing
1102 Q Street, Fourth Floor, Suite 4600
Sacramento, CA 95811

Flex Calendar Coordinator (please TYPE or PRINT):

Name

Job Title

E-mail

Telephone

Required Certification:

Signatures indicate this college is in compliance with the following requirements of title 5, sections 55726, 55728, and 55730:

- ✓ Agreements and records are maintained for each employee who performs flex activities in-lieu-of classroom instruction. The number of hours of flex activities is at least equal to the classroom hours from which the employee is released, plus associated hours of out-of-classroom responsibilities (55726).
- ✓ Attendance accounting data as requested, for purposes of calculating the flex adjustment, are reported to the Chancellor's Office Fiscal Services Unit (55728).
- ✓ An assessment of needs and a plan of activities are developed annually (55730).
- ✓ Records of participation are maintained and evaluation is conducted annually (55730).
- ✓ A flex advisory committee including faculty, students, administrators, and other interested persons meets regularly to make recommendations (55730).

Flex Calendar Coordinator (only applicable if college is participating in Flex)

Date

Chief Business Officer (or designee)

Date

Chief Instructional Officer (or designee)

Date