SPRING 2012
FLEX VERIFICATION FORM

Instructions to Complete & Submit Form:
- Complete form indicating hours of spring 2011 Flex activities performed and sign signature line.
- Submit signed form to HUMAN RESOURCES by Friday, May 25, 2012.
- Forms can be faxed to Human Resources at 415-485-0135.

1. Name: ___________________________________________ Dept. ____________________________

2. Check: Full-time ______ Part-time ______

3. Indicate Your Total Flex Hours of Flex Obligation:  (Use formula to calculate*.) ............................

Total # of Teaching Units (includes teaching overload & reassigned time) x .8 = Total Hours of Flex Obligation
If .49 or below round down, if .5 or above round up.

For example: 18 units x .8 = 14.4 hours (rounded down to 14 hours).
15 units x .8 = 12 hours;
9 units x .8 = 7.2 hours (rounded down to 7 hours)

Conversion Guide for Counselors, Librarians & School Nurse: 100% Assignment = 15 units 90% Assignment = 13.5 units 80% Assignment = 12 units etc.

*Note: The complete Flex Hours of Obligation Formula is posted on the Staff Development Web Page on the College Website: http://www.marin.edu/com/ODP/StaffDevelopment/index.htm

4. January 20 Mandatory Flex Day Activities: (Indicate hours attended.)

College Convocation (1/20, 2 hrs) .................................................................
Department Meetings (1/20, 2 hrs.) .................................................................

5. January 18 & 19 Independent Flex Days Scheduled Workshops: (Indicate hours attended)

Moodle Session One: Open Studio for Experienced Users (1/18, 1 hr.) .................................
Moodle Session Two: Introduction to Navigation (1/18, 2 hrs.) ...................................................
Moodle Session Three: Online Writing Center (1/18, 1 hr.) .....................................................
Moodle Session Four: Design & Practice Adding Resources & Activities (1/18, 2 hrs.) .............
Moodle Session Five: Open Studio for Experienced Users Focused on Grading (1/18, 1 hr.) .......
Emergency Preparedness (1/18, 1 hr.) .................................................................................
Suicide Prevention (1/18, 1 hr.) .........................................................................................
President’s Open Forum & College Update (1/19, 1 hr.) .........................................................
Coming Up for Air Stress Management Workshop (1/19, 1 hr.) ................................................

6. Individual & Other Flex Activities - Indicate Number of Hours Completed in the Categories Below:

Instructional Materials Preparation ______ Library and Other Research ______
Professional Development Activities ______ 4faculty.org modules ______
Student Mentoring ______ Visits to Instructional Programs ______
In-service Training and Other Instructional Improvement ....................................................
Program, Course Curriculum or Learning Resources Development and Evaluation ..............._______
Flex Workshops/Activities Attended During the Semester ....................................................
Other (Please specify) ...........................................................................................................

Total Number of Flex Hours Completed in Section 6 ..............................................................

7. TOTAL # OF COMPLETED SPRING 2012 FLEX HOURS (add all hours listed above) .................

By signing below I certify that I have completed my total hours of Flex obligation as indicated above.
Note: Hours above obligation are voluntary.

SIGNATURE* ___________________________________________ DATE: ____________________________

Sign and Submit to Human Resources by Friday, May 25, 2012