

# 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