Introduction to SMC’s Online Flex Tracking System
What is Flex?

Flex activities are professional development activities for faculty.

California Ed Code and SMC’s Faculty Contract mandate that faculty participate in flex activities.

SMC’s Human Resources department is responsible for reporting faculty participation to Academic Affairs and Payroll.
Resources

The following links are available on the Human Resources Flex website:

- Flex FAQ’s
- Activities that do not qualify
Flex Requirements

Full-Time Faculty

2 institutional flex days @ 6 hours each +
3 departmental flex days @ 6 hours each +
24 individual flex hours

= **54 hours per year**

And, one additional hour per semester for each hour of overload assignment.

Part-Time Faculty

One hour per semester for each adjusted weekly hour of teaching assignment.

i.e. Teaching 9 hours per week requires 9 hours per semester of flex.
Additional Guidelines

- Faculty on 100% banked leave do not owe Flex during the leave.
- Faculty on partial banked leave owe only a prorated amount of Flex.
- Part-time counselors report Flex only on the teaching portion of their assignment, if any. Flex reporting for nonteaching part-time counselors is not required as these hours are built into their regular work schedules.
- Faculty teaching in noncredit programs are not required to do Flex activities on that portion of their assignment.
How to Use SMC’s Online Flex Tracking System for:

• Institutional Flex Activities
• Departmental Flex Activities
• Individual Flex Activities
Institutional Flex Tracking

1. Attend Institutional Flex Day.
2. Login to the Flex Tracking System in your Faculty Portal.
3. Institutional Flex will appear in the flex summary for all FT faculty. PT faculty will need to create an individual flex proposal, then it will appear in their flex summary, too.
4. Click the “complete” button and use the dropdown menus provided to indicate which workshops you attended.
5. Certify your attendance electronically.
1. Attend Departmental Flex Day.

2. Department Chairs note attendance and record in Flex Tracking system for FT faculty.

3. PT faculty will need to create an individual flex proposal for this activity.
1. Faculty login to Flex Tracking System in faculty portal.

2. Faculty enter proposed individual flex activities by end of 5th week of spring semester (contract) or of each semester (hourly) and submit for chair’s approval.

3. Chairs review proposed activities during and approve, deny, or request additional information.

4. Faculty complete approved activities and certify completion in Flex Tracking System by end of semester (hourly) or end of spring semester (contract).

5. Part-time faculty using institutional or departmental activities as flex should enter these as individual activities.
**Flex Activity Status Indicators**

**For Submission:** Proposed activity has been entered and saved, but not yet submitted to the department chair.

**Pending:** Proposed activity has been submitted to the department chair but is pending his/her approval.

**In Progress:** Activity has been approved by chair but faculty member has not yet completed it.

**Information:** Department Chair has requested more information about the proposed activity from the faculty. Activity has not yet been approved.

**Denied:** Department Chair has denied the activity. Faculty member must propose another activity or appeal the chair’s decision to Academic Affairs.

**Completed:** Faculty member has certified that the activity has been completed.
Unfulfilled Flex Requirements

A faculty member who is unable to fulfill any portion of his/her flex obligations due to illness or personal necessity may indicate such in the Flex Tracking System and must also submit a Report of Absence form for the missed time, provided sufficient sick/personal necessity time has been accrued.

Any other unfulfilled flex obligations will result in a reduction in pay equivalent to the number of hours missing.
Using the Online Flex Tracking System

1. Login to your faculty portal via mProfessor.
2. Under “Faculty Tasks”, select:

   Go to FLEX Hours Tracking
SMC Online and eCompanion will be unavailable due to normal maintenance on June 28th between 12:00 a.m. & 3:00 a.m.

Home

School Semester: SUMMER 2014

Semester Information:
- Today is TUESDAY June 24, 2014
- It is Day 2 Week 1 of SUMMER 2014
- Summer 2014 Semester Started - JUNE 23, 2014
- Summer 2014 Semester Ends - AUGUST 15, 2014
- View Summer 2014 - Open Classes
- View Summer 2014 - Dates & Deadlines

Faculty Tasks:
- Go to eCollege/eCompanion
- Go to eCollege Student View
- View Students Learning Outcome Summary Reports
- View Students Lab/Tutor Usage Reports
- View Students Faculty Evaluation Reports
- View Teaching Hours
- Continue/Reinstate Direct Deposit
- Go to FLEX Hours Tracking (testing ONLY)
- Connect to SMC Faculty/Staff E-mail System
- Reset/Change Your SMC Network Password

Teaching Assignments

no teaching assignments found
Fall Reminders for Chairs

- **Start of Semester**
  - Remind PT faculty and FT with overload to submit individual flex proposals to you by end of week 5.
  - Remind FT faculty and PT who attended Opening Day to “Complete” by logging their workshops.
  - Chairs enter negative attendance for FT faculty for August Departmental Flex days.

- **End of Week 5**
  - Remind faculty who have not yet submitted individual flex proposals to do so ASAP.
  - Review and take action on proposed individual activities.

- **Shortly Before End of Semester**
  - Remind faculty to complete all activities and certify in portal.

- **Shortly After End of Semester**
  - Review list of faculty with unfulfilled obligations for accuracy prior to HR reporting them to payroll.
Spring Reminders for Chairs

- **Start of Semester**
  - Remind all faculty to submit individual flex proposals to you by end of week 5.

- **After March Flex Days**
  - Remind FT faculty and PT who attended Institutional Day to “Complete” by logging their workshops.
  - Chairs enter negative attendance for FT faculty for March Departmental Flex day.

- **End of Week 5**
  - Remind faculty who have not yet submitted individual flex proposals to do so ASAP.
  - Review and take action on proposed individual activities.

- **Shortly Before End of Semester**
  - Remind faculty to complete all activities and certify in portal.

- **Shortly After End of Semester**
  - Review list of faculty with unfulfilled obligations for accuracy prior to HR reporting them to payroll.
Questions?