



**Human Resources &
Equal Employment Opportunity**
411 Central Avenue
Salinas, CA 93901
(831) 755-6706

FACULTY FLEX ACTIVITIES FORM

In accordance with the Hartnell College Flexible Calendar and Professional Development portions of the Hartnell College Faculty Association Contract, all faculty are to complete the contractually agreed upon number of flex days/hours from August to May each academic year. Each flexible calendar day is equal to 6 hours.

I will complete the required professional development hours:

Name:

Dept/Area:

Date:

Step 1: List and provide a brief description of ALL Pre-approved and *Non-Pre-approved Flex Activities

A. Pre-approved workshops/training conferences/special projects attended/completed:

Location

Date

Hours

B. Planned workshops/training conferences/special projects for next year.
(Note: This does not signify a commitment to these flex activities.)

Step 2: Signature required after flex activities are completed.

I have completed the above workshops/training/conferences/special projects equal to or greater than the hours indicated above.

Faculty Signature

Date

For additional information, see HCFA/CTA/NEA Article 11, Section F