Butte-Glenn Community College District

Associate Faculty Monthly Flex Payment Form 2015-2016

To be turned in the month work is completed. Fill in all applicable fields!

Instructor _______________________________  ID# ________________  Term __________

A. Options for Flex Hours: (paid at flex/contract rate)

1. Butte-sponsored Flex Workshops & Activities  Send to Payroll after Dept. Chair signs
   (include the Flex Activity Number, date, and actual hours attended)

   Date | Hours
   ------------------
   
   
   
   
   

   You can look up details for Flex Activities on the Professional Development Website at
http://www.butte.edu/prodev/  

2. Individual Activity Contract: SEND TO PRODEV FOR APPROVAL
   Pre-approval is required from Department Chairs for Individual Activity Contracts. A combination of IAC and Travel/Conference may count for up to 75% (not 100%) of an associate faculty member’s contracted flex hours per semester. Forms are available on the Professional Development webpage. Contact the Professional Development Faculty Coordinator (895-2543) if you are not sure your project fits the guidelines. Deliver the form to the Professional Development Office in LB 210 as soon as the project or activity has been completed.
   IACs must be received no later than June 1, 2016.
   Please turn in this form in the same month that hours were earned.

   TOTAL FLEX HOURS

If not processed in the same month, the District may incur penalties and pay interest.

To complete this form:
1. Look at your contract (Butte College Temporary Instructional Assignment form) for the number of flex hours you are authorized (Flex Total). You may get flex credit or payment for meetings (currently paid at $17.07/hour), but you may not claim both for the same meeting.
2. Complete the top of the form with your name, ID#, and term. This is important for Payroll.
3. Enter date, flex number, activity, and number of hours for each flex activity.

I certify that I have completed the above hours and attended all activities listed.

Faculty Signature ___________________________ Date __________  Chair/Coordinator Signature ___________________________ Date __________

(Payroll Office use only)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FLEX PAY RATE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

Revised 7/1/15 Office for Student Learning and Economic Development
Butte-Glenn Community College District

Associate Faculty Monthly Mandatory Instructional Meetings Payment Form

To be turned in the month work is completed. Fill in all applicable fields!

Instructor _______________ ID# ___________ Dept. ___________ Term _______

**Mandatory Meetings:** *(paid at the meeting rate on the salary schedule)*
This form is to be used for mandatory department meetings used for instructional-related activities such as curriculum development, course or program assessment (program review), or student learning outcomes. Any other meetings/activities that are non-instructional in nature will need to be paid with a P1 and Non-regular Payroll Items. Use more than one form if needed, fill in ALL required fields.

Dates and signatures of committee chairs, department chairs, coordinators, deans, directors, and/or vice president may be required.

*Flex time and payment will not be paid for the same meeting. Institute Day Department Meeting can be either flex or meeting rate.*

<table>
<thead>
<tr>
<th>Date</th>
<th>INSTITUTE DAY MANDATORY MEETING:</th>
<th>Hours</th>
<th>Budget Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Institute Day Department Meeting <em>(report actual dept. mtg. hours)</em></td>
<td>11.000.xxx.1.xxxxx.51393</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER MANDATORY DEPARTMENT or COMMITTEE MEETINGS:**

All other mandatory instructional-related department meetings deemed necessary by a Chairperson will be charged to their applicable Department Budget (object code 51393). If a department does not have funds available for mandatory meetings, Dean/Director funding may be available and Dean/Director approval is required. If the Dean/Director does not have funding for such meetings, the Dean/Director may request funding from the Office for Student Learning & Economic Development and then Vice President approval is needed. If the activity is not instructional in nature, it will be paid as a stipend with a P1 and Non-regular Payroll Item not this form. This form should be submitted in the same month that hours were earned. If not processed in the same month, the District may incur penalties and pay interest.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Meeting (give details)</th>
<th>Hours</th>
<th>Budget Code</th>
</tr>
</thead>
</table>

**TOTAL Mandatory Meeting Hours** *(including Institute Day)*

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*I certify that I have completed the above hours and attended all activities listed. Committee Chair or Department Chair signature verifies that all required information is filled out and accurate. If information is missing or inaccurate, no check will be issued.*

Faculty Signature _______________ Date ___________ Committee or Department Chair _______________ Date ___________

Dean/Director Signature (if necessary) _______________ Date ___________ Vice President Signature (if necessary) _______________ Date ___________

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(Payroll Office use only)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>MEETING PAY RATE</th>
<th>HOURS</th>
</tr>
</thead>
</table>

Revised 8/12/14 Office for Student Learning and Economic