Saddleback College Professional Development Program

Flex FAQ

Number of hours to meet the flex obligation target per year: 38 hours
5 days in fall flex week and 4 in spring  End of year for reporting: June 30

If on sabbatical or OSH-banked leave for fall, owe 16.89 hrs for the year; if gone in spring, owe 21.11 hrs.

To report hours during fall or spring Professional Development Week, go to the Flex Webpage and click on the link for the In-Service Reporting Form (specific to the fall or spring semester). Enter your regular college username and password. Use the drop-down menu to report your hours of participation. Don’t forget to click “Send Form Now” at the bottom when finished. Just click once, please. You’ll know it was submitted when you see a copy of your report sent to your college email inbox in a few moments.

Who is my flex representative? Division Flex Representative Link

What form do I use for almost any individual activity, conference, seminar, etc.? The single page Individual Activity Form on the Flex webpage.

Most common reasons your flex forms will be returned to you: incomplete forms & missing signatures!
You need to sign your form, and your division rep needs to sign your form before you turn it in.
This may be signed electronically, and submitted entirely without printing.
Forms are submitted to Jane Horlings, or to the Academic Senate Office.

To submit via email
- Open and complete the form, and type your name where it asks for signature
- Suggest that you add your last name to the file name when you save the document: e.g. IndividactivHorlings.doc
- Email the form to your Division Rep who will sign and forward to the flex office with a cc to you.

Where are my hours accrued posted? On the Flex Page, they’re listed by your identifying code, which is unique to this list. Forgot yours? Email Jane Horlings (jhorlings@saddleback.edu). Don’t worry... it takes us just a second to look them up. Because people with the “old codes” regularly forget them, we recommend that you change it to something that has meaning to you- e.g. a short word (example: “merlot” or “tahoe” or “tulip”). Just drop Jane an email.

What can I get Flex Credit for? Lots of things, and they’re detailed in the full Flex Handbook!
Remember that you can also receive flex credit for:
- Independent Projects
- Work on SLOs  Division and Department meetings  Program Review (just fill out the single form)
For Div. and Dept. meetings during flex week, use the drop-down menu when you report flex week activities
For Div. and Dept. meetings outside of flex week, use the Individual Activity Report Form (the single form)
- Conferences attended  Projects done during summer months (report by 30 June deadline)

Questions about the Flex Program? Please email Jane Horlings, at jhorlings@saddleback.edu or call the Academic Senate Office, 582.4969, AGB 121/2.

Click to take a look at the newly revised Flex Program Handbook

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