

**Memorandum of Understanding
Cerritos College Faculty Federation, AFT Local 6215 and
the Cerritos Community College District**

**June 1, 2023
Faculty Flex Time Obligations**

This Memorandum of Understanding (“MOU”) is entered into by and between the Cerritos College Faculty Federation, AFT Local 6215 (“Federation”) and the Cerritos Community College District (“District”), herein collectively referred to as the “parties.”

The Parties acknowledge and understand that a past practice has existed at the District with respect to the “FLEX obligation,” which was understood to encompass a twenty-five (25) hour annual FLEX requirement for 10-month faculty, and which has existed at the District since prior to the recognition of the Federation. The purpose of this MOU is to formally negotiate and codify the Faculty FLEX obligation included in the 2021-2024 Collective Bargaining Agreement (CBA).

1. Article 4.2.2.h of the CBA shall be modified to read as follows:

FLEX: 10-school-month Faculty will develop and implement a “FLEX Plan” as required by state regulations. **To receive flex credit, the FLEX Plan must be well-planned, professionally appropriate, described in detail, and must be approved by your manager to receive credit. The approved FLEX Plan shall include three (3) FLEX days, equivalent to eight (8) hours per FLEX day for a total of twenty-four (24) hours of FLEX per academic year. Each academic year, up to four (4) hours shall be assigned by the District as continuing compliance training in areas such as risk and safety, emergency preparedness, emergency response training or in the areas of unlawful discrimination prevention, sexual harassment prevention, and Title IX. The District may also assign training for legal compliance as needed, and meet and consult with CCFF to address any effects. All District assigned training will be offered in a variety of modalities, when possible. The annual FLEX requirement may be scheduled anytime within the 175-day calendar, in consultation between the faculty member and their Dean/Area Manager.** All first and second year probationary Faculty shall attend the staff development classes designed for probationary Faculty for a time not to exceed their annual FLEX hour obligation, unless excused by the appropriate Dean/Area Manager.

Flex activities should be reported in District-designated tracking software as completed by the faculty member. Faculty are responsible for completing FLEX approved activities and ensuring FLEX activities are marked as complete within the District-designated tracking software. If the proposal is not marked complete by June 30th the faculty member will not receive FLEX credit for that academic year. Faculty may request a FLEX hour progress report from their Dean/Area Manager.

10-month Full Time Faculty members are compensated for their FLEX as part of the total pay issued over the term of the assignment for the academic year. Accurate reporting of FLEX by the 10-Month Full Time Faculty member is required.

2. This modification is intended to be effective on July 1, 2023, while FLEX activity for the 2022-2023 Academic Year shall be completed as specified **in the MOU executed on February 8, 2023.**

This MOU shall clarify and interpret the aforementioned provisions of the 2021-2024 Collective Bargaining Agreement, shall be effective immediately following approval by the undersigned parties, and shall continue in effect for the remaining term of the 2021-2024 Collective Bargaining Agreement, or until such time as the material terms of a successor agreement may affirm, modify, or rescind the provisions of this MOU.

For the District:



[Mercedes Gutierrez \(Jun 5, 2023 14:06 PDT\)](#)

Dr. Mercedes Gutierrez
Vice-President, Human Resources/
Assistant Superintendent

For the Cerritos College Faculty Federation
AFT Local 6215:



Dr. April Bracamontes
CCFF/Lead Negotiator



Dr. Lynn Wang
CCFF President












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Final Audit Report

2023-06-05

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