



Faculty Senate

Mandatory Flex Policy

Approved: March 03, 2026

Overview

Pursuant to Title 5 §53200 (10+1) and consistent with Title 5 §§55720–55730 and the official *ASCCC/CCCCO Guidelines for the Implementation of the Flexible Calendar Program*, the designation of mandatory Flex activities is an academic and professional matter determined through the shared governance process with primary reliance on the Faculty Senate.

At Cerritos College, up to four (4) Flex hours may be designated annually for institutionally required activities by the district. Consistent with statewide Flexible Calendar regulations and guidelines, activities designated within these hours must be identified and authorized through the local shared governance process with primary reliance on the Faculty Senate. The Faculty Senate authorizes the standing categories below as mandatory Flex activities. Activities within these categories satisfy the designated hours and do not require annual Senate reauthorization.

Prior to each academic year, the Flex Coordinator will consult with the Vice President of Human Resources to identify which specific activities within the Senate-authorized categories apply for that cycle, and this information will be communicated to the faculty. The determination of applicable activities will be based on current legal mandates, regulatory changes, insurance requirements, or institutional compliance obligations.

The four (4) hours represent the maximum that may be designated as mandatory in any academic year. The total required hours may be fewer than four (4), depending on applicable requirements. **Any unused portion of the four (4) hours will not be required to be fulfilled and does not create an additional Flex obligation.**

Mandatory Flex activities must be completed within the July 1 – June 30 Flex cycle and recorded in Cornerstone in accordance with state and institutional reporting requirements.

Standing Categories of Mandatory Flex Activities

The following categories are approved by the Faculty Senate as mandatory Flex activities when applicable:

- **State-Mandated Training**

Any activity required by state or federal law or regulation shall automatically qualify as a mandatory Flex activity. Examples include, but are not limited to:

- *Sexual Harassment Prevention Training for Non-Managers (SB 1343)*
- *Workplace Violence Prevention Training*

- **Cybersecurity Awareness Training**

Cybersecurity training required for district insurance liability will be designated as mandatory Flex annually. When required by the District's insurance provider, faculty must complete the assigned cybersecurity module to maintain institutional compliance. Example:

- *Cybersecurity Awareness for Employees at Educational Institutions*

- **Activities Required by Legal Settlement or Compliance Order**

Any activity required as part of a lawsuit settlement, legally binding agreement, compliance order, or regulatory directive qualifies as mandatory Flex and will generally be designated as a one-time requirement unless otherwise specified.

Process for Additional Mandatory Flex Activities

If activities outside of the standing categories above are proposed for designation as mandatory Flex, the proposal must follow the shared governance process consistent with Title 5 §53200, Title 5 §§55720–55730, and the *ASCCC/CCCCO Guidelines for the Implementation of the Flexible Calendar Program*.

This process includes:

- Review and recommendation by the Senate Committee on Professional Development
- Approval by majority vote of the Faculty Senate

Absent Faculty Senate approval, additional activities may not be designated as mandatory Flex.
