



CLASSIFIED PROFESSIONAL GROWTH PROGRAM

SEIU Contract

Article XIII -- Professional Growth

Employees may earn professional growth awards equal to five percent (5%) of their regular monthly salaries. Each employee may earn a maximum of four (4) awards. The first award cannot be earned until an employee has been with the District for three (3) years. Employees may earn a second award anytime after their sixth year of service; the third award shall be awarded anytime after their ninth year of service and the fourth award after their twelfth year of service.

Each award shall require the completion of nine (9) semester units or their equivalent. All course work shall be related either to the employee's current job or other potential employment within the district. This provision shall apply to any activity scheduled to begin after February 15, 1996.

Such professional growth awards shall be granted as of September 1 for credits completed on or before September 1 and submitted on or before November 1. Such awards shall be granted as of February 1 for credits completed on or before February 1 and submitted on or before April 1. A fourth award shall only be granted for credits completed on or after January 1, 1996. Entitlement to professional growth awards shall be determined on the basis of mutually determined guidelines. This change was retroactive to July 1, 2004 for any eligible employees who submitted units by November 1, 2004, and who were scheduled for the February 1, 2005 award window.

CSEA Unit II Contract

Article XIV -- Professional Growth

Employees may earn professional growth awards equal to five percent (5%) of their regular monthly salaries. Each employee may earn a maximum of four (4) awards. The first award cannot be earned until an employee has been with the District for three (3) years. Employees may earn a second award after their sixth year of service; a third award after their ninth year of service; and a fourth award after the twelfth year of service. A fourth award shall only be granted for credits initiated after March 25, 1997.

Each award shall require the completion of nine (9) semester units or their equivalent. All course work shall be related to the employees' current job or declared promotional goal within the District. This provision shall apply to any activity scheduled to begin on or after March 25, 1997. Non-job related courses approved prior to this date will count toward professional growth credit for awards one (1) through three (3) in accordance with the negotiated agreement.

Such professional growth awards shall be granted as of September 1 for credits completed on or before September 1 and submitted on or before November 1. Such awards shall be granted as of February 1 for credits completed on or before February 1 and submitted on or before April 1. Entitlement to professional growth awards shall be determined pursuant to Board Policy Number 4231 and Administrative Regulation Number 4231(a)-(b).

CSEA Unit III Contract

Article XIV -- Professional Growth

Employees may earn professional growth awards equal to five percent (5%) of their regular monthly salaries. Each employee may earn a maximum of four (4) awards. The first award cannot be earned until an employee has been with the District for three (3) years. Employees may earn a second award after their sixth year of service; a third award after their ninth year of service; and a fourth award after their twelfth year of service. A fourth award shall only be granted for credits initiated after March 25, 1997.

Each award shall require the completion of nine (9) semester units or their equivalent. All course work shall be related either to the employee's current job or declared promotional goal within the District. This provision shall apply to any activity scheduled to begin on or after March 25, 1997. Non-job related courses approved prior to this date will count toward professional growth credit for awards one (1) through three (3) in accordance with the negotiated agreement.

Such professional growth awards shall be granted as of July 1 for credits completed on or before July 1 and submitted on or before October 1. Such awards shall be granted as of February 1 for credits completed on or before February 1 and submitted on or before April 1. Entitlement to professional growth awards shall be determined pursuant to Board Policy Number 4231 and Administrative Regulation Number 4231(a)-(b).

Board Policy 4231

Staff Development

The Governing Board recognizes that a competent, well-trained staff is essential to carrying out its goals. Besides providing opportunities for personal growth, staff development is viewed as a necessary, continuous and systematic effort to improve District educational programs by involving all employees in activities that improve their skills and broaden their perceptions such as District-sponsored training sessions.

In-Service Training

The District shall institute ongoing, on-the-job and in-service training programs. It shall be the responsibility of the person(s) having supervisory control over classified employees to recommend and/or arrange for appropriate in-service training which will tend to serve the best interests of the employee as well as those of the District. Instruction shall cover such topics as first-aid, fire prevention, custodial, maintenance, transportation, food service, clerical, and other areas where a need is found to exist.

Whenever possible, such in-service training shall be scheduled during the regular work hours of the employees. If not so scheduled, normal compensation will be provided.

Professional Growth for Classified Employees

The Superintendent shall establish procedures encouraging classified and confidential employees to undertake educational activities to improve job performance or prepare for advancement. There shall be no District contribution toward the cost of such activities, nor shall such activities take place during scheduled work time, if employees are to be awarded salary schedule credit.

Administrative Regulation 4231 (a) & (b)

A. Eligibility

All classified employees except supervisory and management personnel are eligible to participate in a plan for professional growth. Such participation shall be in accordance with any specific provisions or restrictions contained in the appropriate bargaining unit agreement.

B. Application

If the classified employee is uncertain whether course work qualifies for professional growth credit, he/she may submit a request for prior approval to the Classified Personnel Director prior to enrollment. A request for prior approval is not mandatory under the following circumstances:

1. Course work is clearly relevant to the current position of the classified employee.
2. Course work is clearly relevant to a declared promotional goal and professional growth plan the classified employee has on file with the District.

C. Awards

1. Specific provisions of earning awards shall be in accordance with the terms contained in the appropriate bargaining unit agreement.
2. Upon completion of an approved activity, an official transcript or other official verification of completion shall be submitted to the Division of Human Resources for verification and recording purposes. An employee shall not receive professional growth credit for attending a professional growth activity for which she/he is receiving pay or for which the District is paying any tuition or fees.

D. Semester or Equivalent Units

1. All professional growth credits shall be recorded in semester units. Credit for college courses taken at an institution on the quarter system shall be converted into semester units at the ratio of one quarter unit to two-thirds semester unit.
2. Based on current State law that requires a minimum of three hours of work per week, including class time, for each one semester unit of credit, the following formula is established for non-college activities.

Total Hours in Course/Activity	Semester Hours of Professional Growth Credit
8 – 14 Hours	.25
15 – 29 Hours	.50
30 – 44 Hours	1.00
45 – 59 Hours	1.50
60 Hours & Over	2.00*

*Maximum credit for a single non-college activity shall be 2.0 semester units.

Higher education units will be credited at the number of units granted by the college or university, not the number of hours spent in the course or activity.

E. Workshops/In-Service Training

1. Workshops or in-service training conducted under the auspices of the District or an accredited institution, organization or agency scheduled outside of regular working hours may be attended on a voluntary basis for professional growth units. An employee shall not receive professional growth credit for attending a workshop or in-service for which she/he is receiving pay or for which the District is paying any tuition or fees.
2. Workshops and in-service activities applicable to this program must reflect the professional needs of the employee involved as well as the needs of the District.
3. Units derived from workshop participation or in-service training shall be computed according to the formula for non-college courses specified in D.2. of this regulation.

F. Appeal

An employee who has been denied approval of course work or other professional growth activities may file a written appeal with the Superintendent or designee, who shall make the final decision.