

Administrative Regulation

Classified Employees, Education and Training forA. Professional Growth Program:

The Professional Growth Program is designed to provide an opportunity for professional and personal growth for classified employees through continuing education. It is intended to recognize an employee's voluntary effort to increase his/her general and/or specific value to the district. The program will allow employees the opportunity to increase skills and earn salary advancements.

1. Eligibility:

All regular full or part-time employees are eligible to participate in the Professional Growth Program after completion of their initial probationary period.

The Professional Growth Program officially started on July 1, 1985. Course work commenced prior to that date may not be used towards earning a professional growth salary increase.

Employees must have completed three years of service in order to receive the first professional growth increment.

An employee is eligible to receive one professional growth increment for each 15 professional growth points he/she has accumulated.

2. Earning Professional Growth Points:

Professional growth points are earned as follows:

One point for each full semester unit for courses taken at a community college or university (2/3 of a point for each quarter unit).

One point for each 16 hours of classroom instruction for ROP, adult education, or trade school classes where college equivalents are not granted.

One point for each 16 hours of attendance of job-related lectures, training programs, seminars, and district workshops.

3. Receiving Credit for Points:

In order to receive credit:

Course work must be taken at accredited schools.

Training sessions, job related lectures, seminars, and workshops must be approved by the employee's department head.

Classes and/or training sessions may not be taken during the employee's regular work hours.

All courses required for a degree are acceptable for job related courses if prior approval of the degree program is obtained from the Office of Personnel Services.

4. Professional Growth Increments:

Effective July 1, 1990, an employee will receive a salary increment of 35 cents per hour for each 15 professional growth points accumulated. At least 12 of the 15 points must be job-related. The remaining three points may be in the area of personal growth.

Courses determined to be recreational are not creditable toward professional growth points.

A minimum of two years must elapse before an additional increment can be earned.

An employee can earn a maximum of four professional growth increments.

5. Program Administration:

The Office of Personnel Services shall be responsible for the administration of the Professional Growth Program. In order to receive credit, employees must submit verification of completed course work or training.

The Office of Personnel Services will maintain a permanent record of points accumulated and will notify employees if credit for courses or training has been approved.

In order to receive credit, a course must be completed with a passing grade of "C" or better. In courses where grades are not given, certification of satisfactory completion must be submitted.

The Office of Personnel Services shall notify the Payroll Department and the employee when professional growth increments have been earned.

6. Professional Growth Committee:

A Professional Growth Committee shall be established. This committee will include two CSEA appointees (one from the Operations Support Services Unit and one from the Instructional Support Services Unit) and two district representatives. This committee will be responsible for maintaining a list of job-related fields of study which will serve as a guideline in determining whether or not a particular course or training program is job-related. Individual course approval will be given by the employee's departments head and reviewed for final approval by the Office of Personnel Services. Courses not approved may be appealed to the Professional Growth committee. Final approval will rest with the superintendent.

B. Employment Development:

Effective July 1, 1993, each employee shall have the opportunity to attend and be compensated for an annual maximum of 12 hours of employee development activities beyond the work year, work week, or work day, at the current step of their classification.