

ARTICLE 19 PROFESSIONAL GROWTH PROGRAM

It shall be the policy of the Board of Trustees to encourage continued and active participation on the part of all classified employees in professional growth activities designed to improve service to the District.

Professional Growth activities may be District-sponsored activities held outside of regular assignment and educational activities of other agencies.

Credit for participation in these activities shall be reflected in an earned professional growth increment as approved by the Board.

Professional Growth is being developed if:

1. The experience reflects increased knowledge, understanding, and skills in the participant's regular assignment; or in an assignment that is included within the employee's classification groupings (i.e., related classifications as in higher classifications.)
2. The Professional Growth experience results in professional development manifested by an increase in knowledge, skills, alertness and a better ability to respond to the needs of the District, its students and the community.

Employees Eligible to Participate in the Professional Growth Program:

1. Individual must be a permanent employee.
2. Employee must be in a paid status upon completion of a segment.
3. Any employee enrolled in the Professional Growth Program who has terminated his/her employment with the District and is re-employed within thirty-nine (39) months on a regular basis may resume his/her Professional Growth Program in order to complete that segment, and use all points earned prior to the date of termination.

Procedure for Completing Professional Growth Program:

1. Each segment will require the completion of eighteen (18) points.
2. The employee shall apply for approval prior to course work being taken. The CHRO shall grant or deny approval of the class for professional growth credit within ten (10) working days from the date of the employee's application request.
3. All professional growth candidates taking courses must obtain a passing grade of "C" or better.
4. Employees must submit evidence of satisfactory completion of course work to the Human Resources Office by June 30th.
5. Employees who anticipate completing a segment at the conclusion of a fiscal year must have registered their intent with the CHRO by February 1 of that fiscal year.
6. The cash award shall be paid annually in August following the completion of each segment. Employee must be in a paid status on June 30th.

7. Professional growth points in excess of eighteen (18) can be rolled over to the next segment provided the employee continues enrollment in one or more professional growth activities per year throughout the segment, provided that no degree has been completed. Completion of a degree and 15 units will culminate in completion of a segment. Only one AA, Bachelor’s or Master’s degree will count as above.
8. There shall be a total of five (5) program segments.

AWARD SCHEDULE		
	ANNUAL AWARDS PAID BY SEGMENT	ANNUAL AWARDS PAID MAXIMUM ACCUMULATION
1st Program Segment	\$350.00	\$350.00
2nd Program Segment	\$325.00	\$675.00
3rd Program Segment	\$300.00	\$975.00
4th Program Segment	\$275.00	\$1,250.00
5th Program Segment	\$250.00	\$1,500.00

9. An employee on an approved personal leave of absence or layoff may extend his/her current segment for one additional year upon written notification to the CHRO
10. Effective July 1, 2020, an employee receiving the annual award for holding an Associates, Bachelors, or Masters Degree who promotes to a classification where the employee’s degree is required as a minimum qualification, will no longer be eligible for the annual cash award. Unit members receiving the annual award for holding a degree that is a required minimum qualification of their classification prior to July 1, 2020 will continue to receive the annual award while in their classification.

Criteria:

1. College or University, community college, trade school, or adult education courses:
 - (a) should relate to the position currently occupied by the employee, or in an assignment that is included within the employee's classification groupings (i.e., related classification as in higher classifications).
 - OR
 - (b) should meet the requirements of the position for which the employee is training within his /her job class grouping or the professional growth experience in professional development manifested by an increase in knowledge, skills, alertness and is able to respond to the needs of the District, its students, and the community.
2. No credit will be allowed for activities taken during the employee’s normal work schedule with the exception of flex week and approved District workshops or seminars. (Approved District workshops are those approved in advance by the CHRO.)

- (a) The following activities are considered professional growth activities under this program:
1. Professional seminars and workshops sponsored by the District or outside agencies and paid for by the employee, and taken outside the employee's normal work schedule.
 2. Educational courses paid for by the employee and taken outside the employee's normal work schedule.
 3. Other educational and training activities outside normal working hours, e.g. flex activities, community and focus groups.
- (b) The following activities are not considered professional growth activities under this program:
1. Orientation, on-the-job training, safety training, informational meetings and committee meetings.
 2. Educational and training activities (fees, tuition, books and materials, release time) which are paid for by the District.

Completed points must be reported to the CHRO Office within ten (10) days of completion or no later than February 1.

Categories:

1. Courses taken at an accredited institution are computed as one unit of credit or one point.
2. Workshops/seminars, approved by CHRO, 15 hours = 1 point

Presenter: If a classified employee is presenting a seminar and is enrolled in the Professional Growth Program, they shall earn double credit for that seminar.

3. Special Programs: 15 hours' attendance = 1 point
 - a) Institutes
 1. A short educational program established for a group concerned with some special field work and Lectures - Prior approval is required by the CHRO.
4. Individual Research: A maximum of three (3) points may be received for each project completed during a Professional Growth Program Segment:
 - a) A one-page written project proposal must be given to the CHRO.
 - b) Lectures
 1. Lectures shall Approval of a project for Professional Growth Credit must be selected from those approved provided in writing by the District CHRO prior to starting the project.

5. Individual Research: A maximum of three (3) points may be received for each project completed during a Professional Growth Program Segment:
 - a) project may be used to improve quality and efficiency of employee's work and/or service within the District.
 - b) A project proposal may be used to improve quality and efficiency of employee's work and/or service within the District.
 - c) The completed project report must be submitted to the CHRO where the number of points will be determined.

(Note: Professional Growth Points are calculated to one decimal point for activities other than course work.)