

ARTICLE 25 - PROFESSIONAL GROWTH

25.1 Purpose:

The purpose of this program is to provide incentive for unit members to enhance their current job performances and increase opportunities for career advancement in the classified services.

25.2 Definitions:

- a. Unit: The term "unit" shall mean semester unit as accepted by colleges and universities. All units earned by any other means as may be approved by the Professional Growth Committee shall be converted from clock hours to semester hours. Fifteen (15) clock hours shall equal one (1) semester unit.
- b. Recorded: The term "recorded" shall mean that an employee has presented an official transcript or other original official document from any other approved source to the Human Resources Office. Such documentation shall include: name of employee; date of attendance; semester, quarter or clock hours of attendance; name of the course, seminar, etc; and an official signature (if not a transcript). A record of same shall be recorded by the Human Resources Office. Such documents will become the property of the district and will remain in the files of the Human Resource Office.

25.3 Criteria:

- a. Permanent employees serving a minimum of 184 days per year shall be eligible to apply for Professional Growth credits.
- b. Qualifying activities in professional growth may be achieved through participation in any of the following categories: college courses, adult school courses, workshops, institute lecture programs or any other programs as approved by the Professional Growth Committee. Such courses, workshops or lecture programs, in order to qualify for credit, must directly pertain to and provide the employee with increased knowledge and skills in any job within the classified service. Courses designed for personal pleasure shall not be accepted, and workshops, seminars, lectures or courses which have been compensated by salary or where expenses have been paid shall not be accepted.
- c. Credit will be given for the completion of college, adult education or trade school courses as determined pertinent to the unit member's job assignment or promotional job opportunities by the Professional Growth
- d. Committee. The courses must be completed with a grade of "C" or better, or "pass" if grading is done on a pass/fail basis.
- e. Only courses completed after the initial date of employment can be approved for professional growth credit.

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- 49 f. A stipend of 2.5% of the monthly salary for 12 month employees and of the hourly  
50 salary for less than 12 month employees, will be paid for each twelve (12) units for a  
51 maximum of thirty six (36) units. A maximum of one Professional Growth salary  
52 increase per fiscal year (July 1 to June 30) will be granted. However, any remaining  
53 units may be accumulated from year to year for future increment moves. The  
54 maximum number of increment moves which may be obtained are three (3).  
55 Employees in permanent status may apply to the Professional Growth Committee for  
56 retroactive credit for a maximum of six (6) units.  
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58 25.4 Responsibilities: Professional Growth Committee

59 A Professional Growth Committee shall be established and composed of three (3)  
60 members. One (1) member shall be designated by CSEA, one (1) member shall be  
61 designated by the Administration and one (1) member shall be designated by the first  
62 two (2) members.  
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64 The committee shall be scheduled one day in each of the following months in  
65 September, January, and May to consider course approvals and certification. The  
66 schedule of meeting dates will be published throughout the district. A pay status change  
67 shall be submitted within thirty (30) days to the payroll office, and retroactive to the date  
68 of final approval. Final approval shall mean pre-approved/approved application and  
69 receipt of official transcript or other official document from any other approved source to  
70 the Human Resource Office.  
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72 The Professional Growth Committee shall be responsible for interpreting its rules and  
73 regulations. Any questions regarding the decision of the Professional Growth  
74 Committee shall be communicated in writing and addressed at the next Professional  
75 Growth Committee meeting. The decisions of the Professional Growth Committee are  
76 final and not grievable.  
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78 25.5 Responsibilities: Unit Member

79 In order to qualify for any professional growth stipend, it shall be the responsibility of the  
80 employee to:  
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- 82 a. Obtain form and submit a completed "Application for Professional Growth Credit" to  
83 the Human Resources Office for consideration by the Professional Growth  
84 Committee prior to enrolling in course(s). Transcript records or other acceptable  
85 verification of successful course completion must accompany the application.  
86 Advance course approval is not required, but assures the participant of  
87 professional growth credit upon satisfactory completion of pre-approved courses.  
88 b. Complete course(s) with a grade of "C" or better or "pass" or "credit" if course is  
89 graded on a pass/fail or credit/no credit basis.  
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