

Professional Development

17.1 The purpose of the professional growth program is to offer financial incentive for improving job skills and performance, and for obtaining training related to promotional opportunities within the District and within the employee's current occupational area.

17.2 **Eligibility**

All probationary and permanent employees are eligible to participate. This does not include temporary, short-term or substitute employees, although such personnel may take coursework to be "stock-piled" in the event they are later elected on a regular basis.

17.3.2 Conferences or Training Programs

Professional growth credit may be earned through hours of service or attendance from any of the following:

Adult education programs.

Conferences or professional organizations related to the employee's job assignment or to the employee's general education.

Special training programs/conventions/workshops.

Private firms.

Private schools (business).

Trade ~~Union programs, trainings, conventions.~~

Recognized community resource groups.

Other governmental organizations.

17.3.3 Credit shall be given for these activities, which may be combined,
- on the following basis:

Total Hours of Attendance or Effort	Semester Unit Equivalents
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15	1/2
30	1
45	1-1/2
60	2
75	2-1/2
90	3
105	3-1/2
120	4

17.3.3.1 Participation in such activities must be certified in writing by appropriate officials on forms provided by the Human Resources Department, Personnel Services Office. ~~Form needs to be updated and participants should be able to submit printed or emailed transcript straight from Power School Management (current district system) or other District program used.~~

17.3.4 District Sponsored Training Programs (Fast Track Professional Growth, Enhanced Professional Growth)

Professional growth units may be acquired for attendance at District and/or Union sponsored training programs with a credit of one (1) unit per sixteen (16) hours of training for programs that have been designated in writing by the District as an Enhanced Professional Growth (EPG) program. ~~as Fast Track-Professional Growth.~~

The District will make a good faith effort to indicate on class schedules or announcements that the class is recognized for ~~EPG Credit or Enhanced~~ **Fast Track Professional Growth**.

17.4.3 Plans for Professional Growth

Plans for professional growth which include more than one (1) course or other activity listed above may be submitted to **immediate Supervisor** ~~Chief Personnel Officer~~ or designee for prior approval, thus eliminating the need for separate approval action on each course or activity undertaken.

17.5 **Restrictions**

17.5.1 ~~No On-Duty Credit~~ **No Credit During Working Hours**

Professional growth credits cannot be given for courses or activities undertaken while an employee **is working their required scheduled work day hours**. ~~required to be on duty.~~

17.5.4 ~~Courses Taken Prior to Adoption~~

~~No professional growth credit shall be given for activities or courses completed prior to the adoption by the Board of this program on October 29, 1973.~~

17.6 **Salary Allowable**

Effective May 1, 2006, the compensation per unit of approved course work or activities and the maximum number of units shall be as follows:

0 1/2 - 6.5	\$6.00
units	\$7.00
7 13.5 units	\$8.00
14 20.5 units	\$9.00
21 48.0 units	\$10.00

<u>75</u>	<u>\$11</u>
<u>90</u>	<u>\$12</u>
<u>105</u>	<u>\$13</u>
<u>120</u>	<u>\$14</u>

All allowable units will receive the increase per unit credit upon advancement to a higher per unit credit. Personnel employed for less than twelve (12) months or on a part-time basis shall receive professional growth compensation on a pro-rata basis.

17.6.1 No salary credit shall be granted until the employee has served ~~three (3) full consecutive years~~ ~~6 months~~ ~~12 months~~ ~~12 months~~ 18 consecutive months in the District, although units may be earned immediately after employment. In determining total service, prior service of an employee who resigns and is re-employed within one (1) year shall be counted as consecutive.

17.6.2 After ~~three (3) years~~ ~~6 months~~ ~~years~~ ~~6 months~~ ~~12 months~~ ~~12 months~~ 18 months served in the District, the employee may receive salary credit for not more than six (6) units per year. "Stockpiling" of units (earning units in advance) prior to eligibility to receive salary credit shall be limited to eighteen (18) units.

17.6.4 Verification of units earned for in-service salary credits shall be submitted as they are earned to the Human Resource Services. Twice annually, on September 1 and April 1, the Human Resource Services will review employees' length of service and accumulated units to determine eligibility for receiving in-service salary credit. The deadline for filing units and meeting experience requirements shall be August 1 for the changes effective September 1 and March 1 for changes effective April 1. Compensation for in-service growth credit shall be retroactive to September 1 for units filed by the August 1 deadline and retroactive to April 1 for units filed by the March 1 deadline. ~~The District does not will make an attempt to shall shall apply earned credits within 30 days of each processing period, employee will receive a month double credit of the amount due. If district does not apply earned credits within 30 days of each processing period, employee will receive a month double credit of the amount due.~~

17.7.1 Employees whose requests for prior approval or for acceptance of completed work have been denied by the Associate Superintendent, Human Resource Services, or designee may appeal such decisions to the Professional Growth Program Appeal Committee. The employee who denies the request shall not be a member of the Appeal Committee. Members of the committee, to be selected by management, shall be a school principal, a member of the management team responsible for directing the work of employees in the same classification as the appellant, a supervisor who is responsible for supervising the work of employees in the same classification as the appellant, and the Associate Superintendent, Human Resource Services, or designee, who shall chair the committee and who shall vote only in the event of a tie. Members of the committee representing classified non-management employees shall be three (3) individuals selected by the appellant from a list of twenty (20) prepared by the Union which shall include employees from each bargaining unit and job sector. ~~their bargaining unit and job classification.~~ The decisions of the appeal committee shall not be subject to the grievance procedure.