



## Human Resource Services

### Professional Growth Program

#### Classified Supervisor Employees (CSA)

The information listed below sets forth the procedures and regulations governing the Professional Growth Program for classified employees and includes important time and unit limitations. These procedures are taken from the agreement between the district and California Supervisors Association and subject to change through the negotiations process (Article 17).

#### **Purpose of the Professional Growth Program**

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.

#### **Who is Eligible?**

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 "stockpiled" in the event they are later elected on a regular basis.

#### **How is Credit Earned?**

Credit may be earned in the following ways:

1. College, University, and District-Sponsored Courses or Workshops: In-service growth credit may be earned by successful completion as certified by official grade cards or transcripts for coursework taken from any of the following:
  - Four-year colleges accredited by an accrediting association recognized by the Federal Department of Education.
  - Universities accredited by an accrediting association recognized by the Federal Department of Education.
  - Junior or community colleges accredited by an accrediting association recognized by the Federal Department of Education.
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, recognized community resource groups, or other governmental organizations.

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

<b>Total Hours of Attendance or Effort</b>	<b>Semester Unit Equivalent</b>
15	½
30	1
45	1 ½
60	2

Participation in such activities must be certified in writing by appropriate officials on forms provided by Human Resource Services. The form is available on the district web page ([www.scusd.edu](http://www.scusd.edu)) under Human Resources, Current Employees, Professional Development, PSL-F002 Request for Prior Approval of Classified Professional Growth.

4. District-Sponsored Training Programs (Enhanced Professional Growth): Professional growth units may be acquired by attendance at district- and/or association-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 (also known as Fast Track).
5. Travel: Credit may be authorized for approved travel which can be demonstrated to have benefit and a direct relationship to the employee's current assignment at the rate of one (1) semester unit per each week of such travel to a maximum of three (3) semester units.

Credit shall be authorized on the basis of one (1) semester unit per forty (40) hours of time and effort expended. Upon completion of the project, the employee must submit the project itself or a detailed description of the project, including time spent and the employee's evaluation of its worth. Credit cannot be authorized for work for this type which is performed during an employee's regular duty hours.

### **Approval Procedures**

All requests for prior approval of professional growth credits for proposed courses, programs, travel, or special projects shall be submitted to the employee's unit administrator, or designee, for review and written approval. The employee shall have the right to appeal the decision of the unit administrator to the Chief Human Resources Officer or designee.

Approval by the Chief Human Resources Officer or designee prior to beginning any professional growth activities is required except for those activities listed in College, University, and District-Sponsored Courses or Workshops above. However, it is advised that employees obtain prior approval since it provides protection to the employee against taking a college, university, or district-sponsored course and later finding that it is not acceptable for salary credit.

Plans for Professional Growth: Plans for professional growth which include more than one (1) course or other activity listed above may be submitted to the Chief Human Resources Officer or designee for prior approval, thus eliminating the need for separate approval action on each course or activity undertaken.

### **Restrictions on Professional Growth Credits**

1. Job-Related Courses: At least fifty percent (50%) of the professional growth credits shall be directly related to the employee's duties as defined by job classification specifications and/or related to other district positions for which the employee seeks to qualify for transfer and/or promotion.
2. General Education Courses: At least fifty percent (50%) of the professional growth credits may be general education units which shall be certified as appropriate by the Chief Human Resources Officer or designee. Courses which are avocational, hobby type, or are taken for personal pleasure or amusement are not certifiable.
3. No On-Duty Credit: Professional growth credits cannot be given for courses or activities undertaken while an employee is required to be on duty.
4. Credits During Employment: Only units completed after employment with the district may be considered for professional growth credit.

### **How Much Salary Credit is Allowable?**

Effective July 1, 2004, the compensation per unit of approved course work or activities and the maximum number of units shall be as follows:

<b>Maximum Number of Units</b>	<b>Compensation Per Unit of Approved Course Work or Activities</b>
0 – 6.5 units	\$5.00
7 – 13.5 units	\$6.00
14 – 20.5 units	\$7.00
21 – 47.0 units	\$8.00
48 – 55.0 units	\$9.00

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.

No salary credit shall be granted until the employee has served three (3) full consecutive years in the district, although units may be earned immediately after employment. In determining total service, prior service of an employee who resigns and is reemployed within six (6) months shall be counted as consecutive.

1. Stockpiling of Units: After three (3) years 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 nine (9) units.

2. Per Year: The term “per year” refers to the fiscal year, July 1 to June 30.
3. Verification of Units: Verification of units earned for in-service growth salary credits shall be submitted as they are earned to Human Resource Services. Twice annually, on September 1 and April 1, Human Resource Services will review employees’ length of service and accumulated units to determine eligibility for receiving in-service growth salary credit.
4. Deadline for Filing Units: 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 September 1 for units filed by the August 1 deadline and April 1 for units filed by the March 1 deadline.

No less than one-half (1/2) unit of credit may be submitted at any one time.

### **Appeal Procedures**

Employees whose requests for prior approval or for acceptance of completed work have been denied by the Chief Human Resources Officer or designee may appeal such decisions to the Professional Growth Program 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 Chief Human Resources Officer 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. The decisions of the appeal committee shall not be subject to the grievance procedure.

The Superintendent or designee shall review upon appeal by the employee the written record of the appeal committee. The Superintendent or designee may or may not, after reviewing the written record, reconvene the parties. The decision of the Superintendent or designee shall be final and shall not be subject to the grievance procedure.