Section 9

CLASSIFIED

Professional Growth Program

Sacramento City Unified School District

Human Resource Services

Professional Growth Program

Classified Employees

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 SEIU, Local 1021, 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: Professional 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:

Total Hours of Attendance or Effort	Semester Unit Equivalents
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. Forms are available on the employee Intranet, Inside Sac-City!, under ISO – Process Management System, Click Here, Personnel Services, Forms, 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 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 (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 Resource Officer or designee.

Approval by the Chief Human Resource 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 Resource 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: Fifty percent (50%) of the professional growth credits (24 units) 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: Fifty percent (50%) of the professional growth credits (24 units) may be general education units which shall be certified as appropriate by the Chief Human Resource 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. Aides' Credit and Career Lattice: Subject to 17.6.1 of the SEIU Agreement, up to eighteen (18) college or university units earned by personnel by working in the Aide-Paraprofessional Unit can also be used as professional growth credits even if the units were used for movement on the career lattice. Thirty-three percent (33%) of the eligible units that had been used on the career lattice may, upon the movement by the employee to a classification not listed in Section 6.11.2 of the SEIU Agreement, be paid upon the employee assuming the duties of the new position. Any units remaining will be paid out subject to the yearly maximum established below under Salary Credit.
5. Credits During Employment: Only units completed after employment with the district may be considered for professional growth credit. Job related and general education units may be earned in any order up to the maximum number of units. Refer to Job-Related Courses and General Education Courses above.
6. 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.

How Much Salary Credit is 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:

Maximum Number of Units	Compensation Per Unit of Approved Course Work or Activities
0 – 6.5 units	$6.00
7 – 13.5 units	$7.00
14 – 20.5 units	$8.00
21 – 48.0 units	$9.00
49 – 60.0 units	$10.00

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 one (1) year 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 eighteen (18) 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 professional 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 professional 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 professional 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 Resource Officer 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 Chief Human Resource 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 appellant from a list of twenty (20) prepared by the Union which shall include employees from each bargaining unit and job sector. 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.

Human Resource Services

Career Lattice for Home Visitor

First 5 Home-Based Program

Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Home Visitors and includes important time and unit limitations. These procedures will be added to the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

All regular classified employees meeting the requirements listed below are eligible to be placed and move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the Home Visitor I level.

Classification and Training, Education, and Experience Requirements for Classes Included on the Career Lattice

The career lattice for Home Visitor, First 5 Home-Based Program, includes the following classifications: Home Visitor I, Home Visitor II, Home Visitor III, and Home Visitor IV.

Training, Education, and Experience Requirements and Licenses and Other Requirements
Graduation from high school, at least 12 early childhood education units (including three units in the area of Infant/Toddler preferred), and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant. Home Visitor IV requires 24 early childhood education units including three units in the area of Infant/Toddler. Home Visitor I requires one year of experience in school community work, as a home visitor, or related experience. Home Visitor II requires one year of college-level work (30 accredited units). Home Visitor III requires two years of college-level work (60 accredited units), and must have served 75% of the school year as a Home Visitor II. Home Visitor IV requires three years of college-level work (90 accredited units), and must have served 75% of the school year as a Home Visitor III. Licenses and Other Requirements: Valid California driver's license, provide personal automobile, and required insurance. Pass the employee entrance evaluation (lifting test). Obtain First Aid/Cardiopulmonary Resuscitation (CPR) Certificate within six months of employment; maintain First Aid/CPR certification. Must be available for some weekend-sponsored activities. Specific languages and District Primary Language Assessment for Classified Employees may be required. Specified cultural proficiency may be preferred.

Placement on the Career Lattice

At the time of initial appointment to a regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the Home Visitor I level. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the Home Visitor II classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., Instructional Assistant, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Home Visitor II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1, and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

- The units must be earned at or accepted by either a two- or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice shall be counted for placement on the career lattice.

- The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification sequence.

Prior Approval

Prior approval may be requested before undertaking any course(s) or overall program of study if acceptability for movement on the career lattice is doubtful. Forms are available on the employee Intranet, Inside Sac-City!, under ISO – Process Management System, Click Here, Personnel Services, Forms, PSL-F002 Request for Prior Approval of Classified Professional Growth.

Filing of Units

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

Human Resource Services

Career Lattice for Home Visitor

Head Start/Early Head Start Home-Based Program

Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Home Visitors and includes important time and unit limitations. These procedures will be added to the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

All regular classified employees meeting the requirements listed below are eligible to be placed and move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the Home Visitor I level.

Classification and Training, Education, and Experience Requirements for Classes Included on the Career Lattice

The career lattice for Home Visitor, Head Start/Early Head Start Home-Based Program, includes the following classifications: Home Visitor I, Home Visitor II, Home Visitor III, and Home Visitor IV.

Training, Education, and Experience Requirements and Licenses and Other Requirements
Graduation from high school, at least 12 early childhood units, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant. Home Visitor I requires one year of experience in school community work, as a home visitor, or related experience. Home Visitor II requires one year of college-level work (30 accredited units). Home Visitor III requires two years of college-level work (60 accredited units), and must have served 75% of the school year as a Home Visitor II. Home Visitor IV requires three years of college-level work (90 accredited units), and must have served 75% of the school year as a Home Visitor III. Licenses and Other Requirements**:** Valid California driver's license, provide personal automobile, and required insurance. Pass the employee entrance evaluation (lifting test). Obtain First Aid/ Cardio-pulmonary Resuscitation (CPR) Certificate within six months of employment; maintain First Aid/CPR certification.

Placement on the Career Lattice

At the time of initial appointment to a regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the Home Visitor I level. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the Home Visitor II classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., Instructional Assistant, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Home Visitor II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1, and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

- The units must be earned at or accepted by either a two- or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice shall be counted for placement on the career lattice.

- The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification sequence.

Prior Approval

Prior approval may be requested before undertaking any course(s) or overall program of study if acceptability for movement on the career lattice is doubtful. Forms are available on the employee Intranet, Inside Sac-City!, under ISO – Process Management System, Click Here, Personnel Services, Forms, PSL-F002 Request for Prior Approval of Classified Professional Growth.

Filing of Units

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

Human Resource Services

Career Lattice for Instructional Aide

Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Instructional Aides and includes important time and unit limitations. These procedures will be revised in the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

All regular classified employees serving in a classification listed below are eligible to move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the Instructional Aide level.

Classification and Training, Education, and Experience Requirements for Classes Included on the Career Lattice

The career lattice for Instructional Aides includes the following classifications: Instructional Aide, Instructional Assistant I, Instructional Assistant II, Teacher Associate, and Teacher Candidate.

Training, Education, and Experience Requirements and Licenses and Other Requirements
Graduation from high school, one year of experience working with individuals or students in an organized setting, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant. Instructional Assistant I requires one year of college-level work (30 accredited units). Instructional Assistant II requires two years of college-level work (60 accredited units), and must have served 75% of the school year as an Instructional Assistant I. Teacher Associate requires three years of college-level work (90 accredited units), and must have served 75% of the school year as an Instructional Assistant II. Teacher Candidate requires a minimum of 120 college units, served as a Teacher Associate for the preceding two years at least 75% of the school year, and must show proof of current enrollment in subjects leading to a bachelor's degree and/or teaching credential.

Sections 6.11 through 6.11.8.4 pertain to the career lattice for Instructional Aides.

Teacher Candidate Program

For an employee to be eligible for the Teacher Candidate classification, the employee must meet the following conditions:

- The employee must have served as Teacher Associate for the preceding two (2) years at least 75% of the days schools were in session, grades K-12.
- The employee must have completed a minimum of 120 acceptable college units as defined in Types of Units Accepted.
- The employee must show proof of current enrollment in subjects leading to a bachelor's degree and/or teaching credential, in an institution which awards a bachelor's degree and teaching credential.
- An employee may hold the position of Teacher Candidate for not more than six (6) school semesters or three (3) consecutive years. An employee with the title Teacher Candidate shall revert to the position of Teacher Associate at the end of said six (6) school semesters or three (3) years if not assigned to another classified or certificated position before that time limitation expires.
- If an employee does not serve the district, after completion of their term as Teacher Candidate, for half (1/2) the actual time served as Teacher Candidate, he/she shall refund to the district an amount calculated to be the difference between the Teacher Associate and Teacher Candidate salaries.
- An employee may be designated as Teacher Candidate for only one three-year period term during their employment within the district.
- Teacher Candidate shall be placed on Range 44 of the salary schedule for classified non-management personnel.
- The district agrees to pay the health benefit premiums for a period up to two (2) semesters for Teacher Candidates who are participating in an approved student teaching program. If an employee does not serve the district, after completion of their term as Teacher Candidate, for half (1/2) the actual time served as Teacher Candidate, he/she shall refund to the district the exact amount contributed by the district toward his /her health benefit premiums.

Placement on the Career Lattice

At the time of initial appointment to an Instructional Aide regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the Instructional Assistant I level. Employees who meet the training and education requirements listed above and who have completed less than thirty (30) approved college units shall be placed in the Instructional Aide classification. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the Instructional Assistant I classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., School Community Liaison, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Instructional Assistant II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1, and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

- The units must be earned at or accepted by either a two- or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice shall be counted for placement on the career lattice.
- The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification sequence, and/or will be used to qualify the employee as a Teacher Candidate as defined above.

Prior Approval

Prior approval may be requested before undertaking any course(s) or overall program of study if acceptability for movement on the career lattice is doubtful. Forms are available on the employee Intranet, Inside Sac-City!, under ISO – Process Management System, Click Here, Personnel Services, Forms, PSL-F002 Request for Prior Approval of Classified Professional Growth.

Filing of Units

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

Human Resource Services

Career Lattice for School Community Liaison

Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for School Community Liaisons and includes important time and unit limitations. These procedures are taken from the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

All regular classified employees meeting the requirements listed below are eligible to be placed and move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the School Community Liaison I level.

Classification and Training Requirements for Classes Included on the Career Lattice

The career lattice for School Community Liaisons includes the following classifications:

Job Title	Training Requirements	Experience Requirements
School Community Liaison I	Pass the SCUSD Parapro-fessional Proficiency Exam	None
School Community Liaison II	Pass the SCUSD Parapro-fessional Proficiency Exam Plus 30 College Units	None
School Community Liaison III	60 College Units	Served 75% of the School Year as a School Community Liaison II
School Community Liaison IV	90 College Units	Served 75% of the School Year as a School Community Liaison III

Sections 6.11.3 through 6.11.8.4 pertain to the career lattice for School Community Liaisons.

Placement on the Career Lattice

At the time of initial appointment to a regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the School Community Liaison I level. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the School Community Liaison II classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., Instructional Assistant, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the School Community Liaison II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1, and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

- The units must be earned at or accepted by either a two- or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice shall be counted for placement on the career lattice.

- The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification sequence.

Prior Approval

Prior approval may be requested before undertaking any course(s) or overall program of study if acceptability for movement on the career lattice is doubtful. Forms are available on the employee Intranet, Inside Sac-City!, under ISO – Process Management System, Click Here, Personnel Services, Forms, PSL-F002 Request for Prior Approval of Classified Professional Growth.

Filing of Units

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

Human Resource Services

Request for PRIOR Approval of Classified Professional Growth

Name	Social Security Number	Date (m/d/yy)

School or Office	Work Number	Classification

I hereby request prior approval to undertake the following professional growth course(s) or activities for salary credit:

Title of Course or Activity	Course/Activity Date	Check (✓) Appropriate Box: Fast Track	Job Related	General Ed/ Dstrct Value
		☐ Yes ☐ No	☐	☐
		☐ Yes ☐ No	☐	☐
		☐ Yes ☐ No	☐	☐

APPROVALS: ADMINISTRATIVE SUPERVISOR (where applicable)

I certify the above work will be of benefit to the applicant's job assignment except as follows:

Date **Supervisor's Signature**

❖ ❖ ❖ ❖ ❖ ❖ RETURN THIS FORM WHEN COURSES ARE COMPLETED ❖ ❖ ❖ ❖ ❖ ❖

Request for COMPLETED Professional Growth Salary Credit

1. Only credits completed after employment with the district are considered for credit; no credit will be given for activities or courses completed prior to adoption of this program on October 29, 1973; and no salary credit will be paid until the employee has completed three (3) full consecutive years with the District.
2. Attach transcripts or official grade cards for all courses. Credit will be given based on semester unit value.
3. Hours involved in special projects, organizational work, and conference and workshop attendance must be verified in writing by an instructor, organizational officer, or administrator in charge (15 hours = 1/2 unit credit; Fast Track: 16 hours – 1 unit credit).
4. Course(s) taken during work hours while in paid status will not be eligible for professional growth.

Title of Course or Activity	Course/Activity Date	Check (✓) Appropriate Box: Fast Track	Job Related	General Ed/ Dstrct Value	Units/Hrs Earned
		☐ Yes ☐ No	☐	☐	
		☐ Yes ☐ No	☐	☐	
		☐ Yes ☐ No	☐	☐	

APPROVALS: ADMINISTRATIVE SUPERVISOR (where applicable)

I certify the above work will be of benefit to the applicant's job assignment except as follows:

Date **Supervisor's Signature**

I certify the above work will be of benefit to the applicant's job assignment and/or of direct benefit to the district except as follows:

Applicant will receive compensation for _____ units or _____ hours when eligible.

Date Analyst, Human Resource Services