9.5.4.3 One (1) semester unit equals one (1) unit. Quarter units convert to semester units on the basis of three (3) quarter units for two (2) semester units.

9.5.4.4 Continuing Education course work, conferences, workshops, seminars, and other such activities earn credit at the rate of one (1) unit per sixteen (16) hours of satisfactory completion.

9.5.4.5 Activities are not eligible for credit if the District pays any required fees for the individual employee’s participation or if the employee attends during his/her working hours. If the activity is scheduled during working hours, and the employee uses lunch, break, vacation or compensatory time, verification from the supervisor, in writing, that attendance is not during working hours must be submitted with the Application for Award.

9.5.5 Professional Growth Leave

9.5.5.1 To encourage and enable classified employees to enhance their value to the District through further job-related education, the upgrading of their skills, or retraining for a different needed position, a staff development leave is established. After five (5) years of service in the District, an employee is eligible to apply for a leave from one (1) year at fifty percent (50%) of full pay.

9.5.5.2 An eligible employee may apply through the Committee for a leave to complete interrupted studies, learn by observing methods used in industry or other educational institutions, or get a substantial start on a goal of better education. The application in writing must present a detailed description of the proposed activities to the District. Applications that are accepted will be recommended to the Board of Trustees by the President.

9.5.5.3 If the leave is granted, the employee must agree in writing, with CSEA as a witness, to render a minimum of one (1) year of service to the District upon returning from a leave. Failure to render this service will require the employee to refund salary paid during the leave. Upon returning from a leave, the employee shall submit a written report of the activities of the leave to the Board, emphasizing the value to the District.

9.5.5.4 During the leave the employee will be entitled to all the benefits of classified contract employees, except that only fifty percent (50%) of service time will be credited by the Public Employee’s Retirement System. The employee may, however, arrange to make a contribution to the system to insure full service credit for the period of the leave. This contribution will consist of the balance of the contribution of the employee.

9.5.6 Professional Growth Committee

9.5.6.1 Composition

9.5.6.1.1 The Committee shall consist of not more than five (5) classified employees. Committee members shall be appointed by CSEA.

9.5.6.1.2 The Human Resources Manager shall serve the Committee as a resource person for appropriate information and District records.