

**ARTICLE 9****STAFF DEVELOPMENT AND PROFESSIONAL GROWTH****9.1 Philosophy**

The staff development and professional growth programs for classified employees are designed to promote activities which assist the classified employee in acquiring the knowledge and skills needed to do the job well; to promote safe working practices and procedures; to provide opportunities to learn better and more efficient ways to do the job; to stimulate the employee to reach and maintain acceptable levels of productivity and job effectiveness; to broaden opportunities for promotion; and to encourage the employee to improve relations with students, other employees, and the public.

**9.2 Definitions**

- 9.2.1** The staff development program permits employees to receive one-time compensation or reimbursement for completing course work or other training activities.
- 9.2.2** The professional growth program permits employees to earn salary increments for completing planned course work or other training activities equivalent to fifteen (15) semester units.
- 9.2.3** An eligible employee is any Unit Member and any employee laid-off for under a year who applied prior to lay-off.
- 9.2.4** A staff development award is a one (1) time payment for completing courses or other training activities.
- 9.2.5** The staff development bank is a general fund account of \$2,500 per fiscal year for employee reimbursement or in-service activities.
- 9.2.6** A professional growth award is a salary increment for completing planned course work or other training activities equivalent to fifteen (15) semester units.
- 9.2.7** Professional growth leave is a leave of absence lasting from one (1) month to one (1) year at fifty percent (50%) pay. It is taken to enhance skills or education.
- 9.2.8** The Professional Growth Committee is a group of CSEA Unit Members who approve or deny all staff development and professional growth requests.

**9.3 Eligibility**

- 9.3.1** All Unit Members are eligible to enter the staff development and professional growth programs.
- 9.3.2** Any employee who has been laid off from the District and is on the thirty-nine (39) month re-employment list may take courses for professional growth or staff development credit for one (1) year provided the employee was enrolled in the program prior to the layoff. No compensation may be realized unless the individual is re-employed during the thirty-nine (39) month period. An individual who is not re-employed within the thirty-nine (39) month period loses all credits and increments.

- 9.3.3** Classes started prior to employment with the District and completed during the probationary period may be submitted to the Professional Growth Committee for consideration.

#### **9.4 Staff Development Program**

To receive a staff development award, employees must file all the appropriate forms and verification of activities and/or courses in sequence.

##### **9.4.1 Staff Development Application Procedure**

Permission to Enroll: Prior to enrolling in a course or activity, the employee shall submit one (1) Permission to Enroll form for each course to the Professional Growth Committee chair. This form gives the Committee a specific course or activity description, unit information and justification for taking the course. The Committee will approve or disapprove the course and return the form to the employee prior to the final date to withdraw and receive fee reimbursement.

- 9.4.1.1** When possible, the Permission to Enroll form should be submitted to the Committee chair one (1) month prior to the starting date.

- 9.4.1.2** It is to the employee's advantage to submit applications as far in advance as possible, so that course approval/disapproval can occur before the activity begins. If an employee does not submit an application one (1) month in advance and the activity begins before the approval process is complete, the District shall not be responsible for courses which are undertaken by that employee and are later not approved.

##### **9.4.2 Staff Development Award Procedure**

Application for Award: This form is used when the employee has completed a course or activity for staff development and wants to apply for an award. The employee is responsible for assembling the Permission to Enroll form with appropriate verification for submission to the Committee.

- 9.4.2.1** Course work must be verified by official transcripts or certification of completion. All necessary documents including official transcripts or certificates of completion must be submitted to the Committee at the time of submitting for an award.

- 9.4.2.2** Within ten (10) days after notification that the Committee has rejected an application, the Unit Member may appeal to the CSEA Executive Board, which will schedule a hearing for the employee with a representative of the Committee present to hear the appeal. The decision of the Executive Board shall be final.

##### **9.4.3 Staff Development Award**

- 9.4.3.1** A staff development award may be received after completion of any course or activity approved by the Committee.

- 9.4.3.2** A staff development award is the lesser of either (1) reimbursement of all course fees and cost of required texts and required materials, or (2) a one-time payment of four percent (4%) of the employee's gross monthly salary for each unit earned, or a

prorated share for less than a full unit, pursuant to Section 9.4.4.4, whichever is less.

- 9.4.3.3** Staff development awards shall be paid within two (2) months following approval by the Committee and the Board of Trustees.
- 9.4.3.4** Awards will not be allowed for staff development activities where there would be duplication of a course, workshop or other activity for which a previous award or increment has been granted.

#### **9.4.4 Coursework**

- 9.4.4.1** Credit may be earned by taking courses at universities, colleges, community colleges, trade schools, adult education, or through an accredited correspondence school. College level course work requires a grade of "C" or better. In credit/no credit classes, the employee must receive credit.
- 9.4.4.2** Credit may also be earned for attendance at District workshops, special lecture series, education conferences, leadership activities, or Community Services. A conference/workshop report may be required to determine credit granted.
- 9.4.4.3** 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.
- 9.4.4.4** Continuing Education coursework, conferences, workshops, seminars, and other such activities earn credit at the rate of one (1) unit per sixteen (16) hours of satisfactory completion.
- 9.4.4.5** Activities are not eligible for credit if the District pays any required fees for the employee's participation or if the employee attends during working hours, except pursuant to Section 9.4.4.6. 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.
- 9.4.4.6** Unit Members may be required to take first aid instruction during work hours at a time to be determined by the District. One-half (1/2) unit of staff development credit will be awarded after successful completion of the course.

#### **9.4.5 Staff Development Bank**

- 9.4.5.1** An account will be established within the general fund of \$4,000 per fiscal year to be administered by the Business Office to be used for the purpose of providing for staff development activities. Unit Members may apply to the Committee for utilization of such funds. The Committee shall recommend to the President the individuals to participate in the activities covered by this section and shall recommend the in-service activities to be provided by the District for a group of Unit Members. The decision of the President shall be final.
- 9.4.5.2** Funds in the Staff Development Bank may be used:

**9.4.5.2.1** To reimburse a Unit Member for the cost of conferences, workshops, courses, institutes, training, and transportation, food and lodging.

**9.4.5.2.2** To provide funds for in-service activities within the District for groups of Unit Members.

**9.4.5.3** In determining whether to approve an application and the amount to be awarded, the Committee shall consider the District's needs, the potential improved productivity and equitable distribution of funds among Unit Members. The fund shall be structured so that \$2,000.00 will be utilized July 1 to December 31 and January 1 to June 30.

## **9.5 Professional Growth Program**

A Professional Growth Program permits employees to earn salary increments for completing an approved planned course of study leading to a license, certificate of completion, Associate of Arts degree, Bachelors degree, Master degree, or a Ph.D.

The approved course of study does not need to be job related.

To receive a professional growth increment, employees must file all the appropriate forms and verification of activities and/or coursework in sequence.

### **9.5.1 Professional Growth Application Procedure**

Permission to Enroll: Prior to enrolling in a course, the employee shall submit one (1) Permission to Enroll form for each course or activity to the Professional Growth Committee chair. This form gives the Committee a specific course description, unit information and justification for taking the course(s). The Professional Growth Committee makes recommendations to the President or designee and the President or designee has final approval/disapproval. Upon disapproval of the course work, the form will be returned to the employee prior to the final date to withdraw and receive fee reimbursement.

**9.5.1.1** When possible, the Permission to Enroll form should be submitted to the Committee chair one (1) month prior to the starting date.

**9.5.1.2** It is to the employee's advantage to submit applications as far in advance as possible, so that course approval/disapproval can occur before the activity begins. If an employee does not submit an application one (1) month in advance and the activity begins before the approval process is complete, the District shall not be responsible for courses which are undertaken by that employee and are later not approved.

### **9.5.2 Professional Growth Award Procedure**

Application for Award: This form is used when the employee has accumulated fifteen (15) or more units and wants to apply for a professional growth increment. The employee is responsible for assembling all Permission to Enroll forms with appropriate verification for submission to the Committee.

**9.5.2.1** Course work must be verified by official transcripts or certification of completion. All necessary documents including official transcripts or certificates of completion must be submitted to the Committee at the time of submitting for an increment.

**9.5.2.2** Within ten (10) days after notification that the Committee has rejected an application, the Unit Member may appeal to the CSEA Executive Board which will schedule a hearing for the employee with a representative of the Committee present to hear the appeal. The decision of the Executive Board shall be final.

### **9.5.3 Professional Growth Increment**

**9.5.3.1** A salary increment is equal to a set of fifteen (15) approved units that lead towards an approved course of study.

**9.5.3.2** Each salary increment is worth a \$700 fixed but on-going year to year stipend. This stipend shall not be pro-rated for part-time employees.

**9.5.3.3** Professional Growth increments shall be effective the first (1<sup>st</sup>) day of the month following approval by the Committee and the Board of Trustees.

**9.5.3.4** An employee can earn no more than four (4) increments (a lifetime cap).

**9.5.3.5** Effective 8/31/00, an employee that currently has completed four (4) or more increments will be frozen in the number of increments and the value of each increment will be treated as a fixed stipend.

**9.5.3.6** An employee that is in the process of completing an approved increment will have until 8/31/00 to complete the increment and if so completed will be given a fixed stipend equal to five percent (5%) of the employees current base salary.

**9.5.3.7** An employee that is in the process of completing an approved increment and does not complete the increment by 8/31/00 will be reimbursed, based on receipts, the cost of books, tuition, fees, lab materials, and other required course material for those units completed by 8/31/00.

**9.5.3.8** Increments will not be allowed for professional growth activities where there would be duplication of course work for which a previous award or increment has been granted.

**9.5.3.9** Increments are cumulative and will continue as long as the employee remains in the bargaining unit.

**9.5.3.10** The effective date to begin earning any increment units is July 1, 1992.

### **9.5.4 Course Work**

**9.5.4.1** Credit may be earned by taking courses at universities, colleges, community colleges, trade schools, adult education, or through an accredited correspondence school. College level course work requires a grade of "C" or better. In credit/no credit classes, the employee must receive credit.

- 9.5.4.2 Credit may also be earned for attendance at District workshops, special lecture series, education conference, leadership activities, or Community Services. A conference/workshop report may be required to determine credit granted.
- 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**

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**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.

**9.5.6.1.3** Members of the Committee shall select a chair and a secretary annually among themselves.

**9.5.6.1.4** The Professional Growth Committee makes recommendations to the President or designee and the President or designee has final approval/disapproval.

**9.5.6.2 Tenure**

Because of the technical nature of the Committee responsibility, there should be some continuity of membership. All appointments to the Committee shall be at least two (2) years.

**9.5.6.3 Duties of the Committee**

**9.5.6.3.1** Evaluate all activities for professional growth and approve or deny all requests for Permission to Enroll and Application for Award.

**9.5.6.3.2** Recommend additional policy or revisions to policy, as necessary, to CSEA.

**9.5.6.4 Duties of the Chair**

**9.5.6.4.1** To coordinate and schedule all meetings with the Human Resources Manager and Committee as needed.

**9.5.6.4.2** To make sure that the guidelines and policies are being adhered to by all participating employees.

**9.5.6.5 Duties of the Secretary**

**9.5.6.5.1** Notify participating employees that the course work has been approved or denied.

**9.5.6.5.2** To keep CSEA and the chapter aware of the number of participants and the progress of those participants.

**9.5.6.5.3** To work with the Human Resources Manager to keep an accurate account of the records.

**9.5.6.5.4** To notify the Human Resources Manager or designee of all completed increments.