

Classified* Personnel

Professional Growth Credit

All permanent classified* employees are eligible to enter the Professional Growth Program. Any employee who is on a leave of absence will not be eligible to participate in the program until return to active employment, nor will future credit be granted for courses taken during that leave, as it is assumed that such effort is being made for the purpose of qualifying for a substantial advancement in position. In order to receive credit for activities under this program, the employee must be a permanent employee on active, paid status.

Professional Growth Review Committee

1. Composition

A Professional Growth Review Committee shall be established, composed of two employees, one classified or appointed by CSEA and Director of Personnel or Superintendent's designee. The classified members of the committee shall be appointed by CSEA. In the event of a split decision, the decision will be referred to the superintendent.

2. Duties of the Committee

- A. The Committee shall prepare activity lists containing representative activities for each classification of employees or groups of employees. Such lists are not to be deemed to be all inclusive, but shall serve as examples and guides only.

Credit may be granted for activities, not on the approved list, when evidence is shown that benefit will accrue to the district and when approved by the Review Committee.

Advanced approval may be granted by the committee at the request of the employee if there is a question of course or activity acceptance.

- B. The Committee shall evaluate all activities for professional growth credit, place unit values on all approved activities, and approve or deny all applications on an annual basis.

- C. The Committee shall recommend additional or revised regulations as necessary to the Superintendent and CSEA.
- D. Meetings of the Committee will be scheduled as needed to consider applications and growth award increments to be awarded annually.

Criteria for Awards

Professional Growth credits may be achieved through participation in any of the following categories of activity:

- A. Coursework
 - College and Junior College Courses
 - Adult Education Courses
 - Correspondence Courses (accredited)
 - Trade Schools (including Business Colleges).

Credit may be earned by taking courses at universities, colleges, junior colleges, trade schools, or adult school, or through an accredited correspondence school. Such coursework may include, but are not limited to the following skill areas:

- Communication skills (speech, writing, English, Bilingual ability, and other related skills).
- Inter-personal relations skills (management, psychology, sociology, operation of an organization, and other related skills).
- Technical skills (shorthand, typing, data processing, carpentry, gardening, etc.).

It is anticipated that course work will either be related to improvement of job performance in the position occupied by the employee, or to meeting the requirements of a position to which the employee aspires.

Courses must be completed to receive credit, with a passing grade of "c" or "Pass" or better assigned. A certification of satisfactory completion, signed by the instructor, will be accepted in lieu of a grade transcript where applicable.

Credit points will be assigned as follows:

- College, junior college, or trade school courses: 2 points per semester hour, 1 1/3 points per quarter hour or continuing education unit.
- Adult education courses: 1 1/2 points per semester hour.
(16 hours of classwork constitute the equivalent of one semester hour.)

Professional Growth Credit (continued)

-Correspondence school courses will be prorated according to semester hours of credit allowed for the course.

Coursework in progress at the end of one professional growth increment period may be carried over to another period if declared at the beginning of the next increment period. Coursework in progress at the time of Board adoption of these regulations will receive credit.

B. In Service Workshops

An In-Service Workshop is designed for an exchange of ideas, the presentation and discussion of information, and practical methods and skills for improving employee on-the-job performance.

Credit for attendance at district approved workshops will be applied at the rate of one point for each ten hours of attendance.

Credit will be given only when the activity is at the employee's expense and one employee's own time.

Qualifying for the Awards

When an employee has completed twenty (20) approved growth point, he/she shall receive an annual "growth award" in the amount of three percent (3%) of his/her annual salary. Activities are to be completed by July 1 in order to be eligible for the growth award for that year. Notice of intention to complete award requirements shall be submitted in writing to the committee in the month of May prior to July 1 completion.

The maximum number of growth awards any employee may receive is one per year up to a total of *five* during the term of employment. Teacher aides working toward the instructional Aide rating will not receive professional growth credit for those activities.

In the event of a split assignment, those activities pertaining specifically to one assignment will be credited only to that assignment.

All requests for credit must be accompanied by a transcript or by proof of satisfactory completion signed by the instructor indicating the number of hours completed.

Professional Growth Credit (continued)

Voluntary Participation

It is hereby acknowledged that participation in the Professional Growth Awards Program is entirely voluntary on the part of the employee, and participation shall not be a requirement towards attaining any of the rights, benefits, or responsibilities accorded bargaining unit employees under the contract.

Nor shall it be construed as prohibiting application for tuition reimbursement except that employees may not apply for tuition reimbursement for coursework which is applied to Professional Growth credit.

It is the responsibility of the employee to obtain and present satisfactory evidence of completion of an activity to the Professional Growth Committee. Points may be accumulated over more than a one year period until the necessary twenty (20) are generated. Questions relating to the suitability of any activity should be referred to the Committee.

*Includes

Confidential: payroll and secretarial positions only

January 13, 2004

**CALAVERAS UNIFIED SCHOOL DISTRICT
San Andreas, California**