

## APPENDIX C

### PROFESSIONAL GROWTH PROGRAM FOR CLASSIFIED EMPLOYEES

#### 1. Eligibility to Participate

All classified employees in the bargaining unit shall be eligible to participate.

- a. Requirements and increments for eligible employees are as follows:
  - (1) Nine to twelve (9-12) units may be earned in each fiscal year.
  - (2) Upon qualification of an increment award the percentage of contract worked will be applied to the dollar value of a professional growth unit. (Example: 50% contract = .50 X unit rate.)
  - (3) Upon qualification of an increment award the months worked will be applied to the dollar value of a professional growth unit. (Example: \$40 x 9 units = \$360 ÷ 12 months = \$30 x months of service.)
- b. Each class, workshop, conference, non-college course or service in an educational or professional association must be accompanied by a fully completed "Professional Growth Application" form signed by the employee and employee's supervisor.
- c. All regular classified employees working 20 hours or more per week and who have completed at least a six-month probationary period of employment are eligible to participate.

#### 2. Course Designations

##### a. Job-Related Courses

- (1) Subject matter related to position occupied by employee, or
- (2) related to position to which employee might logically advance from current position, or
- (3) knowledge gained from the course may be deemed beneficial to the department through participant's application of increased knowledge or skill.
- (4) At least 50% of the units in each increment award shall be job-related. All units above 36 must be job related.

- b. **General Education Courses**  
Non-job related courses are intended to improve the employee's education, knowledge, and understanding of the college and the community, in the belief that an enlightened, educated employee is a better employee.
- c. **Noncredit Courses**  
Noncredit courses, such as conferences, workshops or seminars are those which meet the requirements of 2(a) and 2(b) above and for which grades are not normally awarded.
- d. **Prior Credit**  
No credit will be given for units earned prior to July 1, 1972, the initiation date of the program, or for courses taken prior to the employee's original date of hire.
- e. **Credit by Examination**  
No credit will be given for units earned under the "credit by examination" provisions outlined in the Cabrillo College catalog.
- f. **Repeat Courses**  
Credit for a repeat course in which prior academic credit has been earned will be considered for approval on an individual basis.

3. **Credit Basis**

Credit shall be earned on the following basis:

- a. **College-level courses**: one semester course unit equals one increment unit with a passing grade of C- or better.
- b. **College-level courses**: one quarter unit course equals 2/3 of a semester unit with a passing grade of C- or better.
- c. Non-college level courses and ungraded courses, such as conferences, workshops, or seminars: one-half unit for each 16 hours participation.
- d. Service in job-related educational or professional associations, including holding elective office in:
  - 1. **Local association**: one unit for full year in office.
  - 2. **County, state or national association**: one unit for full year in office.
  - 3. **CCEU**: one unit for full year in office for elective offices not to exceed 42 which include: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, recorder, 6 Council positions (5 at-large & 1 Chief Steward); 5 negotiation team members & 2 alternates; 2 Local E-Board Representatives; and 22 Stewards.

4. **Increment Values and Awards**

- a. The value of one (1) unit shall be \$40.00 per year.
- b. 9-12 units (\$360-\$480 per year) may be earned in each fiscal year. No increments shall be awarded on half units. Such partial units will be applied toward the next increment award. All units above 36 must be job related.
- c. Increment payments shall be included in regular monthly salary warrants.
- d. No units may be earned for attendance at any institute, workshop, or conference for which the district pays more than 50% of the fees.
- e. No units of credit may be earned during any scheduled working hours for which participant is paid by the college.
- f. Once earned, increments shall be permanent and shall be paid in addition to any other salary increases.

**Employee Guidelines for Program Participation**

Participation in the Classified Employee Professional Growth Program is optional.

Each employee should become familiar with the following:

1. Professional Growth Application Form
2. PGRC's Coursework Review/Approval and Request of Increment Award
3. Statement of Units Earned/Verification of Coursework
4. Request for Appeal

1. **Professional Growth Application Form**

To enroll in the program, an employee must fill out the Professional Growth Application form and submit it to PGRC. The Professional Growth Application form may be filed at any time for each class, workshop, conference, non-college course, and service in an educational or professional association.

2. **PGRC's Coursework Review/ Approval and Request for Increment Award**

Upon completion of at least 9 units an employee is eligible for an increment award. Upon approval of the award, the employee immediately starts another one-year qualifying period.

Because of the flexibility of the program, increment awards are not automatic. Upon completion of 9, 10, 11 or 12 units, an employee must file a letter requesting an increment award with PGRC before increment is awarded.

All Professional Growth Application Forms and letters requesting increment awards must be filed with the PGRC prior to June 15 of each fiscal year of the qualifying period to be eligible for payment of increments on July 1 of the following fiscal year. Requests filed after June 15th will be held until the following year.

After an employee reaches a total award of 36 units, all subsequent job related units in any qualifying period, regardless of the number of units, will be awarded on July 1<sup>st</sup> of the following fiscal year.

3. **Statement of Units Earned/Verification of Coursework**

Verification of coursework completion must be submitted to Human Resources prior to June 15 of each year in the form of transcripts or grade slips. For ungraded courses, conferences, workshops, seminars, or similar activities, a confirmation of attendance and a written summary of material covered is required. Additionally, written justification to support job relevance may accompany the submitted materials.

When an employee engages in activities wherein the total hours of attendance are less than the 16 hours requirement for 1/2 unit credit, the hours will be entered on the permanent record and when a total of 32 hours is reached, the participant will be given credit for 1 unit.

Human Resources shall maintain a permanent record for all employees enrolled in the Professional Growth Program. All units shall be entered on this permanent record immediately upon approval. Copies will be made available to the employee upon request.

Upon approval by the PGRC, Human Resources will notify the employee of their increment award. Payment of such award shall be made in equal monthly increments, beginning with the July 1 pay period of the following fiscal year.

4. **Request for Appeal**

An employee has the right to request, and be granted, an appeal before the PGRC on any matters related to the Professional Growth Program. Such request for appeal shall be submitted in writing to the Professional Growth Committee in care of the Human Resources Office.