



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

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. The form is available on the district web page (www.scusd.edu) under Human Resources, Current Employees, Professional Development, 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, m O g they

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 Resources 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.

