



AGREEMENT BETWEEN

**THE RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT**

and

**THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION**

and its

CHAPTER 579

July 1, 2019 through June 30, 2022

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ARTICLE 22

PROFESSIONAL GROWTH PROGRAM

There shall be a Professional Growth Program in place for all classified employees. Professional Growth is an organized activity designed to improve performance of employees in the classified service and to provide training for employees to gain new skills and abilities, to broaden their opportunity for promotion, to engage in study and related activities designed to retain and extend the high standards of the classified employee.

22.1 Eligibility

All unit employees are eligible to participate during active employment.

22.1.1 Any employee who has been laid off from the District and is on the 39-month rehire list may receive credit for Professional Growth for classes taken during the 39-month period when re-employed.

22.1.2 Any employee who is on a leave of absence as a full-time student will not be eligible to participate in the program until the employee returns 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.

22.1.3 Classes started prior to employment at RSCCD and completed during probationary period may be submitted for credit. Unless prior approval has been granted by the previous professional growth committee, only those classes completed after June 30, 1998, are eligible under this section.

22.2 Course work

22.2.1 Credit may be earned by taking courses at accredited universities, colleges, community colleges, trade schools, adult education institutions, or online education institutions. Credit may also be earned for attendance at District workshops, seminars, special lecture series, education conferences or leadership activities. Activities are not eligible for credit if the District pays any required fees (not including handouts, cost of speakers or other related costs) for the employee's participation if attendance occurs during assigned working hours, unless an employee uses vacation or compensatory time off in order to attend. The employee shall submit to Human Resources a written statement from their immediate supervisor that the employee was not attending during working hours. A conference/workshop attendance certificate may be required to determine amount of credit granted.

22.2.2 All course work requires a grade of “C” or better. One semester unit equals one (1) point. Quarter units convert to semester units on the basis of three (3) quarter units are equal to two (2) semester units. In credit/no credit classes, the employee must receive credit.

22.2.3 Continuing education course work, non-accredited education course work, conferences, workshops, seminars and other such activities can earn credit at the rate of one (1) point per sixteen (16) hours of completion.

22.2.4 The Professional Growth Program is reinstated effective July 1, 2012. A cumulative log of completed units shall be maintained in the official personnel file. Upon the completion of the course work, the employee may submit their certificate, grade report or transcript to Human Resources for logging in the file. Upon completion of each increment of twelve (12) units as submitted and Human Resources determines proper criteria has been met, the employee shall be placed on the Board docket for the next scheduled Board meeting. Should Human Resources have questions regarding criteria, it shall be reviewed by a minimum of two (2) CSEA appointees and a non-voting representative from Human Resources. Their decision shall be final.

22.3 Award/Increment

22.3.1 Twelve (12) points must be earned for each increment. Four (4) of the twelve points may be general development course work.

22.3.2 Salaried employees working twenty (20) or more hours per week shall be awarded an annual increase of \$500.00 for each increment until a maximum of thirteen (13) increments are earned. All hourly on-going employees working nineteen (19) hours or less per week will receive \$250.00 per increment.