

ARTICLE 24
PROFESSIONAL GROWTH

24.1 Establishment of Program

The District shall establish a professional growth recognition program for all unit members which rewards after-hours training with increments on the salary schedule. The courses of training recognized must be directly related to the position currently occupied by the unit member.

24.2 Professional Development Plan

Courses taken shall follow a mutually agreed to District Professional Development plan for the unit member's development in his/her position.

24.3 Salary Increments

There will be yearly salary increments of \$300 per four (4) units. One unit shall equal fifteen (15) semester hours of instructional time for college courses or outside workshops. One unit shall equal twelve (12) hours of instructional time for inside workshops. Inside workshops are those offered by the District, SCOE, RESIG or CSEA. The maximum number of units shall be forty (40). The maximum number of units credited cannot exceed six (6) per year. The salary increments shall be pro-rated as follows:

- A. Unit members working 0 to 1.99 hours per day 25%
- B. Unit members working 2 to 3.99 hours per day 50%
- C. Unit members working 4 to 8 hours per day 100%

24.4 Courses

In order to qualify for credit, units of study or courses of work must meet the following conditions: Professional growth may be achieved by any unit member through participation in any of the following categories, provided the program is followed: college courses, junior college courses, trade school courses, adult education courses, workshops, seminars, first aid and CPR classes.

24.5 Commencement of Program

This article shall not apply retroactively and shall only apply to units of study or courses of work taken after the ratification and Board approval of this article.

24.6 Procedure:

- 24.6.1** Unit member completes form and submits to his/her principal or supervisor for recommendation as to whether proposed study related directly to assignment.
- 24.6.2** Supervisor completes, dates, signs form and forwards to Superintendent with a copy to the applicant.
- 24.6.3** If the supervisor recommends disapproval, applicant may appeal to the Superintendent before any final decision is made regarding the request.
- 24.6.4** Superintendent acts to grant or disapprove the appeal and returns form to unit member and sends copy to the supervisor and the District office.
- 24.6.5** Unit member submits evidence of course completion by September 1. Submit official grade card, completion certificate or similar evidence to the District office for copying and filing in their personnel records.
- 24.6.6.** Courses completed by September 1 shall be applied to the applicant's salary for the then current fiscal year.