

## APPENDIX VII

### **CLASSIFIED PROFESSIONAL GROWTH PROGRAM**

#### **1. PURPOSE**

The Classified Professional Growth Program is designed to provide an incentive for classified bargaining unit members. This educational program will enhance job performance as well as services for the students, the school district and the community by doing the following:

- 1.1** Improve the standard of service;
- 1.2** Improve on-the-job performance;
- 1.3** Promote technological advancements;
- 1.4** Provide opportunities for personal growth;
- 1.5** Provide opportunities for advancement.

#### **2. PROGRAM CRITERIA**

**2.1** *All\** actively working unit members of the Colton Joint Unified School District are eligible to participate in this program upon completion of their initial probationary period.

**2.2** All units are semester units. A quarter unit is equivalent to 2/3 of a semester unit. The professional growth increments are ongoing annual stipends. Unit members will receive the following increases to their annual base salary, including longevity.

<b>2.2.1</b>	Completion of 20 semester units	=	\$1,500
<b>2.2.2</b>	Completion of 40 semester units	=	\$1,500
<b>2.2.3</b>	Completion of 60 semester units	=	\$1,500
<b>2.2.4</b>	Completion of 80 semester units	=	\$1,500

**2.3** The District shall not incur any liability or cost of registration, books, mileage or other related fees.

**2.4** To participate in the program, the unit member shall submit a "*Declaration of Intent*" form to the Professional Growth Committee outlining the proposed course work. If the "Declaration of Intent" is not turned in by the start date of the first class, credit will not be given for the courses. Exception: The previous sentence shall not apply to participants who previously submitted a "Declaration of Intent" prior to the start of a semester or Quarter and are unable to take the course(s) due to the overage or cancellation. In this case, only an approved class from the Professional Growth List may be substituted.

**Effective July 1, 2022, to participate in the program, the unit member shall submit a Professional Growth Verification form to the Professional Growth Committee outlining the course work completed. The Professional Growth Verification Form shall be submitted with official transcripts before credits/increments are approved. An approved Declaration of Intent form must be on file for coursework completed prior to July 1, 2022.**

**Professional Growth Stipends shall be effective on the first day of the month following approval of the Professional Growth Committee and shall be paid in equal monthly installments.**

\* With the exception of Child Development Teachers (Salary Schedule "E"). Their Professional Growth is built into the schedules.

**2.5** Course work shall be related to building unit member capacity which may benefit the District and must be submitted and approved by the Professional Growth Committee prior to the payment of increments. Course work taken prior to employment with the District shall not be eligible.

**2.6** Effective July 1, 2023, any unit member that has received any previous \$1,000 one-time stipends will not be required to repay those stipends and shall be eligible for the new ongoing stipends at their current increment. Unit members currently receiving a Professional Growth percentage will not be affected.

**2.7** All Professional Growth records shall be maintained in the unit member's personnel file.

**2.8** If a unit member who is being paid a professional growth increment(s) terminates employment with the District, and who is subsequently re-employed within 39 months shall be entitled to receive credit for previously earned professional growth.

### **3. PROGRAM CREDITS**

**3.1 College** course work must be taken at regionally accredited educational institutions. The Human Resources Office maintains a list of schools, colleges and universities, which are accredited. Units may be earned by taking courses at:

- 3.1.1** Universities;
- 3.1.2** Community Colleges;
- 3.1.3** Trade Schools;
- 3.1.4** Adult Education;
- 3.1.5** Workshops;
- 3.1.6** Training Programs;
- 3.1.7** Conferences.

**3.2** A letter grade of "C" or better, a "pass" grade, or a certificate of completion must be achieved to be eligible for this program.

**3.3** Upon completion of the course work, the unit member shall submit the official transcript and/or certificate of completion to the Professional Growth Committee for validation.

**3.4** Upon validation, three (3) semester units will be awarded for certificates of completion. For workshops, training programs, trade schools and conferences, one (1) semester unit will be awarded for each fifteen (15) hours of verified participation. Five (5) of the 20 units may be earned in Public Education Institution workshops.

### **4. PROFESSIONAL GROWTH COMMITTEE**

**4.1** The Professional Growth Committee shall be comprised of two (2) representatives from the District and two (2) representatives from the Association.

**4.2** The responsibilities of the committee shall be to review and approve applications for professional growth, validate completion of course work and notify the Human Resources Office to record semester unit(s) earned. The committee shall also submit the necessary forms to the Payroll Department of any increment advancement earned by unit members.

**4.3** In addition to the above responsibilities, the committee shall also be responsible for investigating concerns from unit members alleging errors in the recording of units or processing of increments as well as revising the professional growth forms as needed.

**4.4** The decision(s) of the Professional Growth Committee regarding this program shall be final and shall not be subject to the grievance procedure.

**4.5** An employee may appeal the decision of the Professional Growth Committee to the Human Resources Division.

**COLTON JOINT UNIFIED SCHOOL DISTRICT**  
**Classified Professional Growth Program**

**Coursework Verification Form**

Name: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Work Location: \_\_\_\_\_ Cell \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Please check: ☐ New to the Program- Hire date: \_\_\_\_\_ ☐ Continuing in the Program

Educational Objective: ☐ AA/BA Degree ☐ Certificate ☐ Professional Development

Major: \_\_\_\_\_

**List of Coursework completed: Complete the following sections as they apply. Official Transcripts must be attached to this form.**

1. Universities, Community Colleges, Trade Schools, Adult Education\*.

<b>Educational Institution</b>	<b>Course Name</b> (example: Freshman Composition)	<b>Course Dept/Number</b> (example: Eng 101)	<b>Term</b> (ex: Fall 22)	<b>#Units/Hours</b>

2. Workshops/Training Programs/Conferences

<b>Educational Institution</b>	<b>Course Name</b>	<b>Course Number</b>	<b>Starting Date</b>	<b>#Units/Hours</b>

Date Reviewed by Committee: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
 District

\_\_\_\_\_  
 CSEA

\*Schools must be accredited by one of the following regional accrediting organizations: Western Association of Schools and Colleges (WASC/ACCJC/WSCUC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Higher Learning Commission (HLC), Northwest Commission on Colleges and Universities (NWCCU), or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).