

ARTICLE 26 – PROFESSIONAL GROWTH

26.1 Professional Growth

26.1.1 Purpose

The purpose of this Article is to outline provisions for providing each employee an opportunity to improve job skills or choose an alternate career path through the Professional Growth Program.

26.1.2 Eligibility

Only permanent employees are eligible to begin Professional Growth programs. Probationary employees may be eligible for release time if approved by their supervisor and in compliance with the terms of this Agreement; however, no Professional Growth points will be earned.

26.1.3 Enrollment

- Announcements are sent to all classified employees in time to enroll in a new program or make changes to a current program before the start of each semester.
- Employees must attend at least one Professional Growth Training Workshop before submitting program documents for approval.
- Professional growth programs must be job-related or part of a specific career plan or academic program. The benefits of the plan to the District and to the employee must be identified by the employee before the plan can be approved.
- Professional Growth program documents must be submitted by completing all required forms. Unofficial transcripts must be submitted.
- The deadline for submission to Human Resources is stated in the general announcement.
- It is recommended to list alternate courses in the event some courses aren't available. ALL classes require prior approval by the Professional Growth Committee.
- The Professional Growth Committee will notify the employee in writing of the Committee's decision regarding the program submitted.
- Programs must be completed within three (3) years from date of initial approval. When employees complete a program before the three-year period has ended and they are ready to start their next, they must submit a new program to the Professional Growth Committee for approval. New program approval is contingent upon completion of

previous program.

26.1.4 Guidelines

- Full-time employees may be allowed to take up to four (4) hours of class per week during work time (release time) if the class is directly related to the employee's current job or part of a specific career or academic plan as determined by the Assistant Superintendent/Vice President, Human Resource Services. Permanent employees on less than 100% contract will be eligible for a corresponding percentage of release time. Probationary employees and permanent employees not enrolled in a Professional Growth Plan may still be eligible for release time at the request of their supervisor. The Assistant Superintendent/Vice President, Human Resource Services, must approval all such requests.
- Professional Growth points may be earned for seminars, conferences, and workshops attended during release time which will improve the level of job performance or skill, or benefit the college provided the employee pays any expenses incurred. Advance written approval is required. No credit is earned for workshops, conferences, or classes paid by the District.
- Professional Growth points may be earned for courses, seminars, conferences, and workshops that are job-related, part of a career or academic plan, or that would benefit the District. Workshops sponsored by or offered by the CCE/AFT or their state or national affiliate are included.
- No credit is earned for personal enrichment courses, workshops, conferences, and/or seminars.
- No professional growth credit is given for:
 - an audited class;
 - course work requested by a supervisor and taken during the employee's work time;
 - courses taken at levels below or equal to previous successfully completed course work unless justification is approved by the committee;
 - courses paid for by the District.
- Professional Growth credit may be granted for credit by examination only if that course is a requirement for the degree/certificate program being pursued.
- A course may be repeated for Professional Growth credit if the college catalog allows repetition of that course for credit.
- A grade of "C" or better, or a "pass" if taken as pass/no pass must be earned. If letter grades are not given for a course, a letter of satisfactory completion, duly signed by the instructor, is required.
- Attendance at conventions and conferences, participation in setting up

regional workshops, or serving on a state committee will be subject to approval providing it is job or career-change related. Advance written approval by the Professional Growth Committee is required. (A copy of the program, registration verification, and a report must be submitted to the Professional Growth Committee following attendance.)

- Active service/membership in professional organizations, state or national committees, and other professional associations including CCE/AFT state and national associations will be reviewed for approval by the Professional Growth Committee. Such participation must be related to the employee's current position, to a career or academic plan, and/or benefit the District. Released time to attend approved professional organization conventions and conferences may be counted for Professional Growth points.
- Employees seeking professional growth points for participation in professional organizations, committees, and/or associations must provide verification of their participation. Points for active participation are limited to no more than one point per year.
- Active service/membership on recognized campus governance committees and certain task forces will be reviewed for approval by the Professional Growth Committee. Points for active participation on committees are limited to 1.0 per year per committee.
- Employees who elect the one-time lump sum stipend must wait two years before beginning another Professional Growth Plan. There is no waiting period between programs when employees elect the annual stipend.

26.1.5 Point System

The point system, as listed below, includes credit for:

- credit courses
- job-related adult education courses
- attendance at job-related workshops and/or seminars
- attendance at career-change workshops and/or seminars
- service in professional organizations
- service/membership on Palomar College governance committee/task force
- The same number of points will be granted for credit courses whether they are taken face-to-face or via distance learning.

26.1.6 Point Structure:

- Twenty (20) Professional Growth points are required to complete a program. The entire 20 points can be earned through classroom course work. A minimum of 12 Professional Growth points must be earned

through classroom course work.

- No more than ten (10) points can be earned in one semester.
- Extensions and exceptions may be granted in certain circumstances. These must be submitted to the committee within ten (10) days of the occurrence.
- Professional Growth points will be calculated using the semester dates (fall, spring, summer) published on the district's academic calendar.
- The same number of points will be granted for credit courses whether they are taken face-to-face or via distance learning.
- Points for workshops and seminars will be granted according to the hours spent in attendance or online, up to a maximum of one (1) point per workshop. Appropriate documentation shall be submitted to receive Professional Growth points.

<u>Course Work</u>	<u>Sem. Pts.</u>	<u>Qtr. Pts.</u>
5 unit course	10	6.666
4 unit course	8	5.333
3 unit course	6	3.999
2 unit course	4	2.666
1 unit course	2	1.333
15 week non-credit course	3	
8 week non-credit course	1.5	
<u>Workshops/Seminars</u>	<u>Points*</u>	
1-2 hours	.25	
3-4 hours	.50	
5-6 hours	.75	
7-8 hours	1.00	

*(Hours may be accumulated within a 3-year program toward points.)

- Professional Organizations
No more than one point per year (see Section 26.1.4 above regarding active service, membership, and participation in professional organizations.)
- Governance Committees/Task Forces
1.0 per year per committee (see Section 26.1.4 above regarding active service/membership on recognized campus governance committees and certain task forces.)

26.1.7 Requests for Changes/Additions to Program

Changes/additions require prior written approval and must be submitted for consideration to the Professional Growth Committee. If an employee

receives notification of a workshop after the deadline for submission, the appropriate documents must be filled out and submitted along with a copy of the workshop announcement, to Human Resources. This must be done before the workshop takes place. The Professional Growth Committee will then review the request and notify the employee of their decision.

26.1.8 Completion Procedure

- It is the responsibility of the classified employee to apply for Professional Growth credit and to verify completion of the program.
- An employee who has taken the full 3-year period to complete, must submit their notice of completion no later than February 15, July 15, or September 15 of the semester following program completion.
- Employees must complete a Notice of Completion form when 20 Professional Growth points have been earned. Notice of Completion form and supporting documentation shall be submitted to Human Resource Services.

26.1.9 Stipends

Effective upon ratification of this agreement, eligible employees may earn a total of seven (7) stipends during the course of their employment. Employees who currently have more than seven (7) stipends will continue to receive all stipends but are not eligible to earn additional stipends.

- Full-time permanent employees, as well as part-time permanent employees, have the option to receive an annual stipend of \$750 in pro-rated monthly payments or to receive a one-time lump sum stipend of \$3000. Annual and lump sum stipends may be combined up to a total of seven (7) stipends. The selection of an option is irrevocable.
- Employees who elect the one-time \$3000 lump sum stipend must wait two (2) years before beginning another Professional Growth program. There is no waiting period between programs when employees elect the \$750 annual stipend.
- The Professional Growth Committee Secretary (Human Resource Services) evaluates the employee's Notice of Completion.
- Stipends shall become effective when approved by the Governing Board.

26.1.10 Committee Membership

- Committee members are appointed by the CCE/AFT. The Professional Growth Committee shall elect a chairperson.

- Committee members represent the following employee groups:

<u>Group</u>	<u>Representatives</u>
Service/Skilled Crafts	1
Secretarial/Clerical	3
Technical/Paraprofessional/Professional	2

- Committee members must abstain from voting on own plan approval.
- The Executive Assistant of Human Resource Services Department will serve as an ex-officio member of the Committee.
- The Assistant Superintendent/Vice President for Human Resource Services shall serve as an advisor to the Professional Growth Committee.