

11. PROFESSIONAL GROWTH PROGRAM (Classified Administrators Only) (See Education Code 88190, 88198)

- a. Purpose: The purpose of the Classified Professional Growth Program is to provide incentive to classified employees to enhance and update their performance in classified service by offering avenues of improvement through continuing education and involvement in professional organizations and associations.

- b. Eligibility: Only permanent classified administrators are eligible.
- c. Enrollment
 - i. Notices are sent to all eligible employees in time to enroll in the Professional Growth Program for the fall, spring, and summer sessions.
 - ii. Employees must attend at least one Professional Growth Training Workshop before submitting a program for approval.
- d. Professional Growth Plan: Professional growth plans must be job-related or part of a specific career plan. The employee must identify the benefits of the plan to the District and to the employee before the plan can be approved.
 - i. Transcripts must be submitted along with the Declaration of Intent.
 - ii. Programs must be submitted in writing by completing all required forms.
 - iii. The deadline for submission to Human Resource Services is stated in the general notice, usually no later than one week prior to registration for the fall, spring, or summer sessions. It is recommended to list alternate courses in the event some courses aren't available. ALL classes require prior approval.
 - iv. The Professional Growth Committee will notify the employee in writing of the Committee's decision regarding the program submitted.
 - v. Programs must be completed within three (3) years from date of initial approval.
- e. Professional Growth Plan Guidelines
 - i. Full-time employees may be allowed to take up to four (4) hours of class per week during work time if the class is directly related to the employee's current job as determined by the Vice President of Human Resources. Permanent employees on less than a 100% assignment will be eligible for a corresponding percentage of release time. Probationary classified administrators, and permanent classified administrators 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 for Human Resource Services must approve all such requests.
 - ii. Credit may be earned for seminars and workshops attended during the release time that will improve the level of job performance or skill, 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.
 - iii. Credit may be earned for courses, seminars, and workshops that are job-related; part of a career plan, or that would benefit the District.

- iv. No credit is earned for personal enrichment courses, workshops, and/or seminars.
- v. No professional growth credit is given for:
 - 1. Audited classes;
 - 2. Course work requested by a supervisor and taken during the employee's work time;
 - 3. Courses taken while on a paid educational leave;
 - 4. Courses taken at levels below or equal to previous successfully completed course work unless justification is approved by the committee;
 - 5. Courses paid for by the District.
- vi. Professional growth credit may be granted for credit by examination only if that course is a requirement for the degree/certificate program being pursued.
- vii. A course may be repeated for Professional Growth credit if the college catalog allows repetition of that course for credit.
- viii. A grade of "C" or better must be earned. If letter grades are not given for a course, a letter of satisfactory completion, duly signed by the instructor, is required.
- ix. Attendance at conventions, 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 is required. (A copy of the convention program, registration verification, and a report on the convention must be submitted to the Professional Growth Committee following attendance at such conventions or meetings.)
- x. The Professional Growth Committee will review active service/membership in professional organizations, state or national committees, and other professional associations for approval. Such participation must be related to the employee's current position, to a career plan, and/or benefit the District. Released time to attend approved professional organization conventions may be counted for Professional Growth credit.
- xi. Employees seeking professional growth credit 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.

- xii. The Professional Growth Committee will review active service/membership on recognized campus governance committees and certain task forces for approval. Points for active participation on committees are limited to .50 per year per committee.
 - xiii. Employees who elect the one-time \$2,000 lump sum stipend must wait three years before beginning another Professional Growth Plan. There is no waiting period between programs when employees elect the \$500 annual stipend.
- f. Professional Growth Program Point System: The point system, as listed below, includes credit for:
- i. Credit courses
 - ii. Job-related adult education courses
 - iii. Attendance at job-related workshops and/or seminars
 - iv. Attendance at career-change workshops and/or seminars
 - v. Service in professional organizations
 - vi. Service/membership on Palomar College governance committees

g. Professional Growth Program Point Structure

A Professional Growth Program is completed when 20 professional growth points have been earned in the approved 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.

<u>Course Work</u>	<u>Semester Points</u>	<u>Quarter Points</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>		
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 Association Service: Officer or Committee Chair

Employees seeking professional growth credit 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.

Governance Committee/Task Force Membership .50 for each year of service per committee

The Professional Growth Committee will review active service/membership on recognized campus governance committees and certain task forces for approval. Points for active participation on committees are limited to .50 a year per committee.

- h. Requests for Changes/Additions to Program: Changes/additions require prior written approval and must be submitted for consideration to the Professional Growth Committee.
- i. Program Completion Procedure
 - i. It is the responsibility of the classified employee to apply for Professional Growth credit and to verify completion of the program no later than February 15, July 15, or September 15 of the semester following program completion.
 - ii. The employee applies for the stipend when 20 Professional Growth points have been accumulated. Notice of Completion form and supporting documentation shall be submitted to Human Resource Services. Supporting documentation consists of transcripts, grade cards, certificates, or in the case of non-credit courses, a statement of completion by the instructor verifying course completion.
- j. Stipends:
 - i. Eligible employees may earn a total of five (5) stipends during the course of their employment.
 - ii. Employees who currently have more than five (5) stipends will continue to receive all stipends but are not eligible to earn additional stipends.
 - iii. Employees have the option to receive an annual stipend of \$500 in pro-rated monthly payments or to receive a one-time lump sum stipend of \$2,000. Annual and lump sum stipends may be combined up to a total of five (5) stipends. The selection of an option is irrevocable.
 - iv. Employees who elect the one-time \$2,000 lump sum stipend must wait three (3) years before beginning another Professional Growth Plan. There is no waiting period between programs when employees elect the \$500 annual stipend.

- v. The Professional Growth Committee secretary (Human Resource Services) evaluates the employee's Notice of Completion and recommends the earned stipend to the Superintendent/ President.
- vi. Stipends shall become effective when recommended by the Superintendent/President and approved by the Governing Board. Recommendations are normally submitted to the Governing Board three times a year after the deadline for submission of September 15, February 15, and July 15. Stipends are retroactive to September 1, February 1, and July 1 of the semester in which they are approved.
- k. Professional Growth Committee: The Professional Growth Committee shall have four (4) members: two administrators appointed by the Administrative Association Executive Council, a dean, and an executive administrator (both appointed by the Superintendent/President). The Assistant Superintendent/Vice President of Human Resources shall serve as an advisor to the Professional Growth Committee. The Professional Growth Committee shall elect a chairperson.