

Hire Date: _____

Goal: _____

BONITA UNIFIED SCHOOL DISTRICT

PROFESSIONAL GROWTH AWARD APPLICATION

The following application must be filled out completely and submitted to the Assistant Superintendent – HRD by May 1st in order to be eligible for a Professional Growth Award of \$250. If your application is approved, you will receive the award in June or your credits will be held over if you have not completed the 10 required points for the award.

The following categories of activities have been previously approved by the committee but all professional type activities may be submitted for consideration by the committee.

1. Coursework

University, college, junior college, trade school courses (1 point per semester hour)
2 adult education courses = 1 college course

<u>*COURSE TITLE</u>	<u>SCHOOL</u>	<u>YR. TAKEN</u>	<u>SEMESTER/QUARTER</u>
----------------------	---------------	------------------	-------------------------

2. District in-service workshops on your own time = 1 points for each 10 hours of in-service.

* _____ HOURS

3. Special activities (1 point for each 6 hours service). Lecture series, Institutes, Community groups (leadership capacity), Conferences (paid for by the employee)

* _____ HOURS

Description:

* OTHER:

NAME DATE

JOB TITLE SITE

* Please attach copies of verification. (It is the employee’s responsibility to maintain his/her own file of report cards, transcripts, or other acceptable certification of courses completed.)

10.6 Professional Growth

10.6.1 Goal Statement and Program Objectives

The Bonita Unified School District and CSEA, Bonita Chapter #21 through support of this program shall encourage continued and active participation on the part of all classified employees in a Professional Growth Program.

10.6.1.1 Professional Growth is the continuous, purposeful engagement of study and related activities designed to retain and extend standards of classified employees.

10.6.1.2 Professional Growth activities are designed to improve service to the District and the personal development of the employee.

10.6.2 Professional Growth Review Committee

10.6.2.1 Composition

A Professional Growth Review Committee shall be established composed of six (6) members, four (4) of whom shall be classified employees elected by an Association conducted election of all District classified employees. Two (2) members shall be management and appointed by the Superintendent or designee. The Assistant Superintendent, Human Resources Development or designee shall serve as an ex officio member of the committee and resource person.

An attempt shall be made to nominate representatives for election that would give comparable representation in the various work classifications.

Example:

1. Secretarial/Clerical
2. Maintenance/Operations
3. Food Services
4. Instructional Aides
5. Transportation

A chairperson shall be elected by the committee.

10.6.2.2 Term

Classified members of the review committee shall serve for a two (2) year term with one half (1/2) of the committee elected each year. The initial committee members shall draw lots to determine the one year and two year terms.

10.6.2.3 **Duties**

The committee shall serve as the appeal/review committee for Professional Growth and approve all forms and revisions to the Professional Growth Program.

10.6.3 **Qualifications and Procedures**

All bargaining unit members successfully completing their probationary period are eligible to enter the Professional Growth Incentive program.

10.6.3.1 To be eligible for increment credit, all courses (with the exception of CSEA Job Steward training) must have the prior written approval of the Assistant Superintendent, Human Resources Development or designee. Such courses shall be taken during non-duty hours and are the bargaining unit members' expense.

10.6.3.2 To qualify for increment credits, the course must be related to the bargaining unit member's job assignment, and result in a benefit to the District. The District, in its sole discretion, may approve courses unrelated to the bargaining unit member's present job assignment in extraordinary cases where a benefit to the District is anticipated through a future change in the employee's assignment.

10.6.3.3 In the event approval of a particular course is denied, the application shall be referred to the Professional Growth Committee for review. The bargaining unit member shall be notified of the denial and given the opportunity to appear before the Committee. The decision of the Committee shall be final.

10.6.3.4 College units must be earned at accredited colleges, universities, trade schools or District-approved adult education programs.

10.6.3.5 To receive increment credit; the bargaining unit member must complete the course with a grade of "C" or better, or a "pass" grade.

10.6.3.6 When a bargaining unit member has completed ten (10) approved growth points, he/she shall receive an annual growth award in the amount of \$250 payable in a lump sum amount in June of each year.

10.6.3.7 A bargaining unit member may not earn an award more often than once in a two-year period, and can only apply a maximum of ten (10) points within any two-year period; however, there is no time limit on the accumulation of the ten (10) points.

10.6.3.8 Of the ten (10) points required, six (6) must be in the area of course work related to job skills.

- 10.6.3.9 A maximum of four Professional Growth Increments of \$250.00 annually (maximum of \$1000) may be achieved through voluntary participation in the Professional Growth Program.

10.6.4 Program Content and Record Keeping

- 10.6.4.1 Professional growth credits may be achieved through participation in any of the following categories of activity:

- a. Coursework
 - University, college, and junior college courses
 - Adult education courses
 - Trade schools
- b. District in-service workshops
- c. Special activities
 - Lecture series
 - Institutes
 - Community groups (leadership capacity)
 - Conferences (paid for by the employee)

10.6.4.2 Coursework

Credit may be earned by taking courses at universities, colleges, junior colleges, trade schools, adult schools, or District in-service. Courses must be completed to receive credit with a passing grade of “C” or better assigned. A certification of satisfactory completion, signed by the instructor will be accepted until grade transcripts are available. Credit points will be assigned as follows:

- College, junior college, or trade school courses: one (1) point per semester hour
- Two (2) adult education courses = one (1) college course
- Eighteen (18) hours class work constitutes the equivalent of one (1) semester hour
- Three (3) quarter units = Two (2) semester units

10.6.4.3 District In-Service Workshops

Credit for the planning or organization of, leadership in, or presentation services rendered by an employee for District sponsored workshops shall be applied to this program at the rate of one (1) point for each six (6) hours service in the capacity. The leader of the workshop shall be responsible for verifying the time involved in planning, leadership, and presentation to the Assistant Superintendent, Human Resources Development or designee. Credit for attendance only at the district sponsored workshops will be applied at the rate of one point for each ten (10) hours of attendance outside the work day.

10.6.4.4 **Special Activities**

An institute or lecture series attendance may be used to obtain credit points. These programs may be selected from those offered by an adult school, college, or professional group, or may be as approved by the Assistant Superintendent, Human Resources Development or designee. The auditing of a college class may be considered as part of this series. Institute/lecture series credits may be earned any time during the growth period. Attendance at ten (10) one-hour programs will constitute one (1) point credit. Credit for conducting an institute or lecture program will be applied at two (2) points for each ten (10) one-hour programs. Verification shall consist of a fee statement, program of activities, or registration receipt. If not available, a one page outline of the activity shall be submitted for credit, upon approval by the Assistant Superintendent, Human Resources Development or designee. Conferences, paid for by the employee, that are job related will be applied at one (1) point for each ten (10) hours of attendance. District or Association committee group membership credit will be applied at one (1) point for one year of active service. Only (1) one point can be earned for each individual growth award. One (1) point for CSEA membership (one time only) and one (1) point for holding an elected office in the Association and each time a member is re-elected, should that occur, will be awarded. Credit can be earned for attendance at CSEA Job Steward training. Ten (10) one-hour programs will constitute one (1) point credit. Verification shall consist of a certificate of attendance issued by the State Association of CSEA indicating the instructional hours completed.

10.6.4.5 **Application**

The following procedure must be followed in order to receive professional growth credit. This is a voluntary program and participation shall not be a requirement towards attaining any of the rights, benefits, or burdens accorded unit members under the classified contract.

10.6.4.5.1 An application for earning a professional growth award must be completed by the bargaining unit member, outlining his/her anticipated activities and submitted to the Assistant Superintendent, Human Resources Development or designee prior to the commencing of professional growth activities. (Appendix L)

10.6.4.5.2 All applications must be submitted by the bargaining unit member by May 1 before beginning the professional growth program (with the exception of CSEA Job Steward training.)