

Palos Verdes Peninsula Unified School District

Professional Growth Program

For

Classified Employees

Approved by:

Board of Education
CSEA – Chapter 123

May 27, 2010

Introduction

The increasing responsibilities of operating and administering our school district with fewer employees has made it imperative for each classified employee to provide the best service possible.

To increase knowledge, awareness, and understanding of their responsibilities, the need for professional growth for classified employees is clearly evident.

The professional growth program for classified employees offers a variety of avenues for self-improvement. Activities include improvement in educational programs and studies, as well as professional organizations and associations. Recognition of the effort and dedication required to complete the program and the resulting increased value to the school district will be reflected in an additional salary increment.

A program is only as good as the participants make it. It is, therefore, sincerely hoped that all classified employees will take this opportunity to improve their service to the Palos Verdes Peninsula Unified School District and to the community, through adherence to the spirit of the professional growth program, as approved by the Board of Education and CSEA Chapter 123.

The Program

Professional growth means continuous professional improvement through studies, experience, and activities directly related to the employee's specific job classification.

Professional growth is being developed if **both** of the following conditions are satisfied:

1. The experience reflects increased knowledge, understanding and skills in the employee's regular assignment.
2. The experience develops an understanding and awareness of fields closely related to the employee's area of activity.

Program Development

Professional growth should be a jointly planned activity between the employee and the District. Supervisors are expected to counsel and assist employees in participation.

Authorized Program Activities & Related Point Schedule

Successful completion of the program is based upon the accumulation of 20 points. These may be earned through any combination of activities listed below.

1. Education Courses

Credit will be given for the completion of college, adult education, or trade school courses pertinent to an employee's job assignment. The courses must be completed with a grade of "C" or better.

Points are awarded on the basis of course units. One (1) semester unit of credit is equal to 2 points.

2. District Approved Special Activities

Included in these activities are programs, workshops, seminars, conferences, conventions, institutes, lectures, etc., offered by colleges, adult schools, or professional associations, and other special events specifically approved by the Professional Growth Committee or the Superintendent. Auditing of pertinent college classes may also be included, if approved.

Points for the above activities may be awarded as follows:

- ◆ Attendance verified for a short learning program such as summer institutes, workshops, and seminars in a special field of work – 15 hours = 2 points.
- ◆ Auditing a course (college level, approved with certification of attendance required) – 15 hours = 2 points.
- ◆ Attendance at conferences and conventions 15 hours = 2 points.

Application for Participation

Appendix A is a self-explanatory application for participation in the program. This application is to be processed **before** entry into the program. This will provide the assurance of points or credit before the activity is begun. The key to program approval is job relationship.

A Professional Growth Reviewing Committee composed of five (5) members; three (3) classified employees selected by the CSEA, and two (2) administrators selected by the Superintendent, shall meet as necessary to review applications for credits, when requested by an employee whose application has been denied by the Human Resources Department. The Reviewing Committee makes its recommendations to the Superintendent.

Restrictions

A two (2) year interval must elapse between salary increments; credits cannot be carried from one two-year interval to another. Surplus credits cannot be carried forward from the first to the second increment. Activities must commence and be completed while the applicant is a permanent employee of the school district. (Probationary employees are not eligible.) Credit will not be given to an employee on leave from the District to become a full-time student, as it is assumed such effort is being pursued for the purpose of qualifying for a substantial advance in position.

Records

Employee will keep a copy of his/her initial request.

The Human Resources Department will provide the employee with a copy of its action and a file copy of the entire initial and subsequent procedural actions in the individual's personnel file. A "Records Envelope" should be maintained by the employee. It is the responsibility of the employee to provide report cards, transcripts, or other acceptable certification of courses completed.

Evidence of attendance at special events and a short summary of lectures, workshops, conferences, conventions, etc., must be presented to Human Resources within two weeks after attendance.

Upon completion of the required twenty points, the entire employee file shall be submitted to Human Resources for certification. If any questions arise regarding the acceptance of any credits, the file shall be forwarded to the Professional Growth Reviewing Committee for evaluation.

If all records are in order, the Director Human Resources shall complete the "Professional Growth Certificate" (see page 8). The certificate shall be filed permanently in the employee's personnel file. Acceptance of the completion of the program and awarding of a salary increment shall establish the date for officially entering another program interval. The salary increment shall be 2.5% of the employee's current salary.

Course Titles and General Classifications

The titles listed below are only suggestions. The courses listed have been found in the catalogs of colleges, adult schools, and trade schools and are *merely a guide* to the types of courses offered which would be considered acceptable for this program. Applicability to specific jobs must be determined on an individual classification basis through use of the application form.

Clerical / Fiscal:

Business Data Processing, Bookkeeping and Accounting, Principles of Accounting, Computer Technology, Business Machines, Personal Development, Business Law/Math, Office Management, Report Writing, Business Correspondence, Communication Techniques, Speed-reading & Comprehension, Communication, First Aid, CPR, Time Management.

Custodial / Maintenance & Operations:

First Aid, Blueprint Reading, Building Maintenance, Business Math, Environmental Courses, CPR, Safety in the Workplace, Stress Reduction, Communication, Landscaping, Gardening, Environmental Courses, Pest Control, Horticulture, Equipment Use and Operation, Safety.

Food Service:

Sanitation & Safety, Work Simplification, Nutrition, Menu Planning, Food Purchasing, Quantity Food Preparation, Health Education, Physical Science, Communication, Business Math, CPR, Safety/First Aid

Support / Para Educators / Special Education Assistants / Pre-School:

Safety/First Aid, CPR, Stress Reduction, Time Management, Child Development, Psychology, Classroom Management, Communication, Special Education, Computer Technology, Teaching Strategies and Methods

Palos Verdes Peninsula Unified School District
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***Application for Approval to Participate in the
Professional Growth Program***

Name _____ Job Classification _____

Date of Employment _____ Date of Application _____

Please provide a brief general description of your Professional Growth Program.

Use the next page for detailing the courses and/or activities proposed to be taken or pursued as part of the Professional Growth Program and how each meets the program criteria. A copy of the application will be returned to the applicant upon completion of processing.

If approved, the employee may pursue the courses and or activities as requested. If disapproved, the employee may modify his/her program as suggested or if a new program is required, the employee will submit a new application. If the applicant wishes to appeal a final disapproval or modification in his/her program, he/she should forward the application and materials desired to the Professional Growth Reviewing Committee for its decision.

Please Complete this Information for Each Activity

Activity and conducting college or agency (include address)

Units/Hours _____ Semester or Quarter _____

Other _____ Allowable Points _____

Detailed description of course, seminar or activity:

Employee justification and rationale: (How and why the activity will help the school district and the employee).

Employee Signature _____

Human Resources Department Comments (Indicate justification, and approval, disapproval, or modification).

Signature _____
Director Human Resources

Final Action:

Approval _____ Verification of Entries _____ Points Authorized _____

Professional Growth Program Classified Employees

Certificate

_____ has presented evidence of having completed the following courses or activities totaling at least twenty (20) points of acceptable credits toward completion of a Professional Growth Program. A two (2) year interval must elapse between salary increments; credits cannot be carried from one two-year interval to another.

I hereby certify that _____ is now eligible for suitable recognition.

Approved:

Director Human Resources

Superintendent

Date of Salary Increment _____

Copy to Personnel File