

## **PROFESSIONAL GROWTH ACTIVITIES FOR CSEA #823 CLASSIFIED EMPLOYEES**

### **Statement of Purpose**

Classified employees constitute an integral part of the Temple City Unified School District. It is the policy of the Governing Board to employ the best qualified persons and to require high standards of performance in their classified assignments. The Governing Board, therefore, supports the concept of continuous, purposeful engagement of classified employees in study related activities that promote and extend the high performance standards.

### **Professional Growth Program**

- I. Training related to a unit member's job classification, or other District positions to which the employee aspires, or which would benefit the District shall earn Professional Growth Points towards Professional Growth Awards.
- II. All permanent classified employees are eligible to enter the Professional Growth program.
- III. Professional growth credits may be achieved through participation in any of the following category of activities:
  - A. College Level Coursework**
    1. Unit members may take courses at a university, college, community college, adult school, trade school or an institute/lecture series.
    2. Unit members intending to take college level coursework for Professional Growth credits shall submit a request for approval of the coursework to their immediate supervisor on the form provided by the Personnel Office.
    3. Coursework requests must receive approval by both the immediate supervisor and the Assistant Superintendent of Personnel.
    4. If the course work is not approved as qualifying for Professional Growth units, the employee may request a meeting through the CSEA President to appeal the denial.
      - a.) The meeting will be held with a panel consisting of the Assistant Superintendent of Personnel and the President of CSEA #823.
      - b.) The meeting will be held within ten (10) days of receipt of the appeal.
      - c.) The decision of the panel is final
    5. Approved coursework must be completed with a passing grade of "C" or better to receive credit.
      - a.) Written attendance verification shall be required.
      - b.) A report card or certificate of satisfactory completion will be accepted in lieu of a transcript.

6. Classes taken outside the normal working hours will be compensated as shown in the section How Professional Growth Units are compensated.

### **B. Special Activities**

1. District Committees, outside of normal working hours, educational conferences and professional organizations, may also be considered for points toward awards.
2. Programs may be selected from any in-service workshop offered by the District or educational conferences offered by professional groups or as approved by the panel.
  - a.) Verification of attendance is required and shall consist of a fee statement or registration receipt and program of activities.
3. Leadership service points can be earned by serving on one of the following:
  - a.) District wide committee excluding negotiations outside normal working hours;
  - b.) Holding an office in a professional organization; or
  - c.) Representing Temple City Unified School District on a committee outside of the District.

### **Professional Growth Awards**

- I. An award of \$250 a year will be paid for each ten (10) professional growth points earned.
- II. Awards shall be increased in \$250 increments every one (1) years (as earned) up to a maximum of \$1000, or four (4) awards, over a four (4) year period.
- III. Employees who have earned an award shall receive the award payable in a lump sum on a yearly basis. The award amount will be added to their salary schedule to be included with the last salary warrant issued in each subsequent fiscal year.
- IV. All documentation for professional growth activities will be held by the Personnel Office.
- V. Professional growth activities to be considered for awards may be submitted to the Personnel Office at any time during the school year, but must be submitted by May 1.
  - A. Any credit submitted after May 1 will be included in the accounting for the following school year.
  - B. After May 1, the Personnel Office will enter all documentation on the individuals' Professional Growth record and send the employee the annual accounting of their credits.
- VI. When an employee has completed ten (10) Professional Growth points, they will be evaluated and approved prior to the issuance of the award.
- VII. Any dispute or question concerning credits and/or awards will be referred to the CSEA President.

### **Credits, Credit Values and Credit Requirements**

- I. Of the ten (10) points required for each professional growth award, four (4) points **must** be in the area of coursework.
- A. Credit courses taken at an accredited college, community college or recognized trade school will be granted one (1) professional growth credit per unit earned. (One quarter unit is equal to 2/3 professional growth unit)
- B. Audited classes may be granted one-half (1/2) credit.
- II. CPR Certification
- A. Original CPR Certification is worth 1 point
- B. Recertification credit will be based upon total number of hours of instruction.
- III. Continuing education coursework, in-service and seminar credit taken outside the normal working hours will be calculated on the instructional hours according to the following schedule:

Instructional Hours	Increment Points
4	.25
8	.50
16*	1.00

\*Courses exceeding sixteen (16) hours will be calculated by the total number of hours. (i.e. A 24-hour course would equal 1.5 points)

- IV. Continuing education coursework taken during regular work hours will be paid at one-half (1/2) the above schedule.

**TEMPLE CITY UNIFIED SCHOOL DISTRICT  
PROFESSIONAL GROWTH CREDIT APPROVAL for CSEA #823**

Date: \_\_\_\_\_

I propose to enroll in the following class(es), seminar, workshop, or conference.  
(If not a college course with semester or quarter units, please list the number of hours spent in the class, workshop or seminar in the last column)

Date	Location	Course	Semester Units	# of Hours

1 quarter unit = 2/3 semester unit

How does this activity relate to your job classification, another district position you aspire to, or benefit the district? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Work Site

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee Signature

Approved by: \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Asst. Superintendent Personnel

Information:

1. CSEA contract call for courses to be submitted for approval in advance.
2. To receive proper credit, evidence of attendance and successful completion is necessary. This may be by grade card, transcript, registration or other official certification.
3. Coursework must relate to the employees assignment or to a promotional opportunity assignment to be considered for professional growth.