SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFIED PERSONNEL SERVICES
MEMORANDUM

FROM: Irma Flynn
RE: Professional Growth

Thank you for your interest in Professional Growth. The following materials are attached for your information. **Please read each item thoroughly:**

- Summary of deadline dates & points calculation
- Copy of CSEA Contract Article XI – Professional Growth
- Professional Growth Application

Please Note:

- Information on intended Courses/Classes/Seminars/Workshops for Professional Growth credit may be submitted to this office for pre-determination of eligibility. Include the following: name of the course/class/seminar/workshop, the date(s) and time(s), location, name of the school or who is holding the event, and detailed description (include course catalog or website description).
- Applications may be submitted for courses taken at any time during your regular employment with the District. (If you have worked for the District ten years and took courses within that time, you may submit an application for those classes.)
- Courses/Classes/Seminar/Workshops paid for by the District are not applicable toward Professional Growth.
- It is not necessary to submit an application for units/workshop hours, etc. which calculate to less than three points. Save your documentation (even if it spans several years). Once you've accumulated the number of hours equivalent to three points, submit an application.
- Submit proof of points along with a completed application by **October 1st** of the current school year to receive the pay increase retroactive to July 1st of that year; points submitted or earned after the October 1st deadline will be awarded the following school year.

If you have any questions, feel free to call me at 805-306-4500 x4062.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE

PROFESSIONAL GROWTH APPLICATION

Name _____ School Year TO

Classification _____ School/Dept._____

Refer to Article XI-Professional Growth of the Contract of Agreement between Simi Valley Unified School District and the California School Employees Association for full information.

Award for professional growth credit shall be made as follows:

1. Any increment for professional growth, shall be defined as 1 point for every 15 hours of approved coursework/conference/online/seminar/workshop training.
2. Points shall be awarded as shown on the following chart for a maximum of fifteen (15) points or 5% total salary increase.

Points	Compensation	Completed Hours
3	1.00%	45
6	2.00%	90
9	3.00%	135
12	4.00%	180
15	5.00%	225

3. Employees eligible for a percentage pay increase will be responsible to submit proof of points earned to the Director of Classified Personnel by October 1st of the current school year to receive the earned pay increase which will be retroactive to July 1st of that year. Points submitted or earned after the October 1st deadline will be awarded the following school year.
4. Completion refers to course work completed with a grade of "C" or better or a passing grade in a pass/fail structure during employment with the Simi Valley Unified School District. Coursework/conference/online/seminar/workshop credit shall be granted on the basis of proof of attendance, indicating on the approved form the number of hours attended. All work must be verified by official transcript or by other acceptable verification.

Course Title, Conference or Workshop Title	Dates of Work	Brief Description of Work Completed	Units	Hours	Hours Approved by Committee

Committee Use Only

_____ Points/Hours Approved on This Application + _____ Points/Hours Carried Over from Previous Application = _____ Total Points/Hours

_____ Total Points/Hours - _____ Points/Hours Approved for Current Increase = _____ Points/Hours to Carryover

COMPENSATION INCREASE: _____%

ARTICLE XI

PROFESSIONAL GROWTH

A. Professional growth is the purposeful, engagement in study and related activities to maintain and increase high standards for all classified employees.

Employees may submit in writing to the Director of Classified Personnel Services Department the intended, specific course work, workshop and/or online courses along with descriptions for review and consideration to pre-determine if the course work, workshop and/or courses are applicable. The Director of Classified Personnel shall respond in writing within three (3) working days to advise the employee of the determination. If found to be inapplicable, the employee may appeal in writing within five (5) working days to the Professional Growth Review Committee through the Director of Classified Personnel. (Reference Paragraph C).

B. Award for professional growth credit shall be made as follows:

1. Any increment for professional growth, shall be defined as 1 point for every 15 hours of approved coursework/conference/online/seminar/workshop training.

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4. Completion refers to course work completed with a grade of "C" or better or a passing grade in a pass/fail structure during employment with the Simi Valley Unified School District. Coursework/conference/online/seminar/workshop credit shall be granted on the basis of proof of attendance, indicating on the approved form the number of hours attended. All work must be verified by official transcript or by other acceptable verification.

C. Professional Growth is a joint enterprise between the District and the individual employee and should be planned together in order to assure maximum gain for both the participant

and the District. Toward achieving this goal, a Professional Growth Review Committee shall be formed composed of the following:

1. Four (4) members shall be Classified unit members, appointed by the CSEA Chapter 310 executive board.

2. One (1) member shall be the Director of Classified Personnel Services or designee.

3. Should a vacancy occur on the committee, the CSEA Chapter 310 executive board shall appoint a new member.

4. A quorum shall consist of a minimum of three (3) members.

D. The duties of the Committee shall be to:

1. Review application for professional growth credit.

2. Determine validity of such education experiences as may be submitted for professional growth credit.

3. To serve as a Hearing and Appeals Board in disputed cases.

E. Professional Growth is being developed if:

1. The coursework/conference/online/seminar/workshop reflects increased knowledge, understanding and skills in participant's regular assignments.

2. The coursework/conference/online/seminar/workshop manifests personal development through alertness and responsiveness to the human and social factors of others.

3. The coursework/conference/online/seminar/workshop assists in fields related to the activity in which the employee is engaged.

4. The coursework/conference/online/seminar/workshop relates to potential upward movement of the employee.

F. Achievement of Professional Growth may include but shall not be limited to participation in the following categories:

1. Accredited college courses

2. Adult Education, Regional Occupational Programs, or other Accredited Schools, and online training/webinars

3. Conferences, workshops, seminars

4. First Aid, CPR, AED, EpiPen, NCI, IBI and Active Shooter or any safety and/or health training course including a certificate of completion and proof of attendance unless the District provided the training.

5. Any unit member who completes CSEA sponsored training.

Note: Professional growth coursework/conference/online/seminar/workshops must be completed outside of District paid status.