



SANTA PAULA UNIFIED SCHOOL DISTRICT

Personnel Commission
Tommie Sanchez-Reyes, Chair
Jeff Steiger, Vice-Chair
Karen Harrison, Member

To: Classified Employees Interested in the Professional Growth Program
From: Cynthia Carrillo, Executive Director Human Resources-Classified
Re: Professional Growth Program Information, Instructions, and Application

Thank you for your interest in Professional Growth. The following materials are attached for your information. Please read the entire packet thoroughly.

- Summary of Deadline Dates & Completed Hours Calculation
- Professional Growth Application
- Copy of CSEA Contract, Article 17 – Professional Growth

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 dates(s) and time(s), location, name of the school or who is holding the event, and detailed description (include course catalog or website description).

Application may be submitted for courses taken at any time during your regular employment with the District. (If you have worked for the District as a regular classified employee as of July 1, 2022, 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 75 hours. Save your documentation (even if it spans several years). Once you've accumulated the number of hours equivalent to 45 hours, submit an application.

Submit proof of hours along with the completed application by August 1 of the current school year to receive the pay increase retroactive to July 1st of that year; points submitted or earned after the August 1st deadline will be awarded the following school year.

If you have any questions, please feel free to contact me at 805-933-8809 or email me at ccarrillo@santapaulausd.org.



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PROFESSIONAL GROWTH PROGRAM

SUMMARY OF DEADLINE DATES AND COMPLETED HOURS CALCULATION

<u>Award</u>	
Compensation	Completed Hours
1.00%	75
2.00%	150
3.00%	225
4.00%	300
5.00%	375

Deadline Dates

Establishment of New Professional Growth Program	July 1, 2022
Effective Date of Award:	July 1 (each year)
Deadline to Submit Completed Hours or Proof of Hours Earned:	August 1 (each year)
When to Expect Professional Growth, Compensation Increase on Paycheck:	October Pay Warrant (Retro to July 1 (each year)
Points Submitted after August 1 st Deadline	Awarded the following School Year

Hours Calculation Examples

Note: All college level classes are calculated using a 15 week calendar, regardless of the number of weeks in the actual class. One hour per calendar week is earned per course, regardless of the actual time spent in class.

Coursework	Completed Hours
3-Unit College Credit Course (15 weeks x 3 hours classroom time per week) = 45	45 Completed Hours
Six hour online certificate course program in Computer Skills (1 day x 6 hours for course) =	6 Completed Hours
2-Unit College Credit Course Online (15 weeks x 2 hours classroom time per week) = 30	30 Completed Hours
TOTAL HOURS EARNED	81 Completed Hours (Employee is eligible for 1% additional compensation)

SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PROFESSIONAL GROWTH APPLICATION

NAME: _____ SCHOOL YEAR: _____ TO _____

CLASSIFICATION: _____ SCHOOL/DEPARTMENT: _____

Refer to Article 17-Professional Growth of the Contract between Santa Paula 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% compensation award for every 75 hours of approved coursework/conference/online/seminar/workshop training.
2. Hours shall be awarded as shown on the following chart for a maximum of 375 hours or 5% total salary increase.

Compensation	Completed Hours
1.00%	75
2.00%	150
3.00%	225
4.00%	300
5.00%	375

3. Employees eligible for a percentage pay increase will be responsible to submit proof of points earned to the Executive Director Human Resources-Classified by August 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 August 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 Santa Paula Unified School District.
5. Coursework/conference/online training/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, as determined by the Professional Growth Committee.

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

Committee Use Only

_____ Completed Hours Approved on this Application + _____ Hours Carried Over from Previous Application = _____ Total Hours Completed

_____ Total Hours – _____ Hours Approved for Current Increase = _____ Hours to Carryover

COMPENSATION INCREASE: _____ % **EFFECTIVE DATE** _____