

Professional Growth Plan & Commitment Form - SY

Name: _____ Job Title: _____

Current Assignment: _____ Ph. # _____

A maximum of three (3) sets of forty-five (45) hours of **approved** professional growth may be completed for schedule movement within one (1) academic school year and Pro Growth is limited to a lifetime maximum of five (5) percent per employee.

1 semester unit = 15 hours
1 quarter unit = 10 hours

I am committing to complete the above module/s during the 2024 - 2025 school year. I understand all coursework must be completed by the first day of the 2025-2026 academic school year. I am responsible to provide the required documentation verifying completion of the below courses to Personnel by December 1, 2025. If I am unable to complete the courses prescribed in this plan before the first day of the 2025 - 2026 school year, I will either withdraw this plan before July 1, 2025 or repay any increase in pay based on completion of this plan.

Signature: _____ Date: _____

Please list the name of course, the approved provider, and the duration of the class. Attach separate sheets if necessary. **Submit this form to personnel prior to March 15, 2025.**

<i>Course Name</i>	<i>Institution</i>	<i># of Units</i>	<i># of Hours</i>

Please review Section 6.11 of the CSEA Contract on the reverse side of this form before submitting.

Please note that increases are limited to 3% accumulated increase per year and 5% accumulated increase total.

For District Use Only:

Received Date: _____ Reviewers' Initials: _____

Approved: _____ Denied: _____

Comments: _____

CLASSIFIED PROFESSIONAL GROWTH

6.11 Professional Growth:

- A. Professional development of all classified employees will be coordinated by the District.
 - 1. Professional growth for all employees shall be compensated by a one percent (1%) increase to the employee's salary (based on Step and Range at the time) for every forty-five (45) hours of approved professional growth. To qualify for initial step movement, the employee must have reached permanent status and must successfully complete the prerequisite course work in CPR/First Aid and CPI (Non-violent Crisis Intervention Training).
 - 2. A maximum of three (3) sets of forty-five (45) hours of approved professional growth may be completed for schedule movement within one (1) academic school year.
 - 3. Professional growth is limited to a lifetime maximum of 5% per employee.
- B. March 15th shall be the final date for employees to indicate their intent to move on the salary schedule as a result of completing one or more sets of forty-five (45) hours.
 - 1. Course work must be completed before the first day of the academic school year.
 - 2. Verification of all applicable professional growth work must be presented to the Personnel Department no later than December 1.
 - 3. Application for Professional Growth may be made at any time. The Superintendent or designee will review all applications and advise the employee regarding his/her Professional Growth Plan, or request additional information regarding the Plan.
 - 4. Successful completion of any course work described in this section is defined as making satisfactory progress in course content and at least 90 % attendance.
 - 5. Professional growth plans may include classes, courses or workshops offered through colleges or universities, the County Office of Education or similar institutions if the training is directly related to the employee's job duties.
 - 6. All classes taken at either College of the Redwoods or Cal Poly Humboldt must be successfully completed with a grade of "C" or better, or a pass grade if the class is taken on a pass/fail basis.
 - 7. Classes, Workshops and Trainings, etc., Needing Prior Approval – Applications must be made to the Superintendent or designee prior to initiating classes at colleges, universities, trade schools, or attendance at workshops/seminars. College courses – full semester credit granted by College of the Redwoods or Cal Poly Humboldt.

1 semester unit = 15 hours

1 quarter unit = 10 hours

An employee may request approval to repeat classes within an approved college level course from the Superintendent or designee. Employees attending summer encampments or training programs to fulfill their military obligation may be granted credit for up to and including six (6) semester units in accordance with the unit credit schedule. Credit as described in this section must gain prior approval by the Superintendent or designee.

- 8. Expenses for classes or workshops taken for professional growth must be paid for by the employee. Professional growth will not be granted for classes or workshops in which expenses were paid by the District. All classes, workshops, seminars or trainings must be taken outside the employee's workday to qualify for professional growth units for salary purposes. Employees may use approved vacation hours and/or discretionary hours to cover such time.
- 9. An employee whose Professional Growth Plan has been disallowed by the Superintendent or designee may within ten (10) working days of his/her notification, appeal the disallowance to the Professional Growth Review Panel for final decision.

The Professional Growth Review Panel shall be comprised of the Chapter President of CSEA, the Vice Presidents of both Blue and White Collar units and three (3) District representatives. The ruling by the Professional Growth Review Panel shall be binding on all parties, and not subject to the grievance procedure.