

7. **Payroll Options**

Modification of payroll options on payroll warrants for less than twelve (12) month employees (whose schedules do not fluctuate) who have completed their probationary period may opt to have their pay in 12 equal checks by indicating their request on their annual off duty worksheet.

8. **Professional Growth Program**

a. **Policy Statement**

The District and CSEA are hereby authorized to implement a voluntary Professional Growth Program for the clerical/quasi-technical staff of the Classified Bargaining Unit.

The Professional Growth Program shall be supervised and controlled through a Professional Growth Review Committee selected in 1982/83 by the CSEA President; and thereafter selected as provided in Section b.3 of the Professional Growth Program Rules and Regulations below.

All members of the Classified Bargaining Unit are encouraged to voluntarily participate in this Professional Growth Program.

b. **Professional Growth Program Rules and Regulations**

1. **General**

Professional growth is an organized activity designed to improve performance of employees in the classified service and to provide training for employees to gain new skills and abilities; to broaden their opportunity for promotion or absorption into other classifications, thereby enhancing the District's Affirmative Action Program; and to engage in study related activities designed to retain and extend the high standards of classified employees.

The need for professional growth activities for academic employees has long been recognized. However, in recent years the need for classified employees to increase their knowledge, awareness, and understanding of their responsibilities is also being recognized. The purpose of this program shall be to improve the standard of service of the classified staff; to extend and constantly improve the standards of on-the-job performance of classified employees; and to provide opportunities for advancement for all Classified Bargaining Unit members.

It shall also be the purpose of the Professional Growth Program to provide positive support for the District's Affirmative Action Program, in that it shall provide opportunities for employees to progress into more responsible positions.

Districts, because of declining enrollment and financial problems, are continually facing layoffs of employees. Employees should be encouraged to improve themselves or widen their knowledge of other fields so that when layoffs occur, they can be eligible for openings in these other fields in the District.

In recognition of voluntary individual efforts on the part of Classified Bargaining Unit employees to improve their job performance, the District shall provide these employees with financial awards.

2. Eligibility

All permanent members of the Classified Bargaining Unit are eligible to enter the Professional Growth Program.

Any employee who is on a leave of absence as a full-time student will not be eligible to participate in the program until return to active employment; nor will future credit be granted for courses taken during the leave, as it is assumed such effort is being made for the purpose of qualifying for a substantial advancement in position.

Any employee whose application is accepted into the Professional Growth Program and who is laid off prior to completion of the total number of units to qualify for that award may submit to the Professional Growth Review Committee the units thus far completed for review to determine if the employee qualifies for a pro-rated award.

3. Professional Growth Review Committee Composition

The Professional Growth Review Committee shall be composed of a maximum of five District employees to include four bargaining unit members and one management member. The four bargaining unit members shall be comprised of two clerical and two quasi-technical members, one of whom shall be a CSEA representative. Additionally, of the four bargaining unit members, two shall be representatives from the Kentfield Campus and two shall be representatives from the Indian Valley Campus. The management member shall be the Administrative Dean, Human Resources and Labor Relations or Personnel Analyst or a member of his/her staff as his/her designee.

The Classified Bargaining Unit members of the Committee shall be selected by the CSEA President. The bargaining unit members shall, be nominated by the CSEA Executive Committee and approved by a vote of the general membership.

Tenure. To achieve some continuity of membership, initially the incoming members shall draw lots for one-and two-year terms; thereafter, the terms of all committee members shall be for a period of two years.

Duties of the Committee. Evaluate all activities requested for professional growth, place unit values on all approved activities, and approve or deny applications.

Meetings shall be scheduled by the Committee as needed.

Recommend additional or revised policies as necessary to the District.

The District shall grant the Committee members release time from their regularly scheduled workday to conduct the necessary Professional Growth Review Committee activities.

4. Criteria for Awards - General

Internships or in-service training programs otherwise funded or required by the District are not part of this program.

Professional Growth credits may be achieved through participation in any of the following job-related activities:

Coursework

College and Junior College Courses
Community Education/Adult Education Courses
Correspondence Courses (accredited)
Trade Schools (including Business colleges)

Credit may be earned by taking courses at universities, colleges, community colleges, trade schools, adult education schools, or through correspondence.

All graded courses must be pass with a grade of "C" or higher. Non-graded courses must be passed with a "pass" or "credit".
One unit credit will be provided for each sixteen hours of attendance.

Special Activities

Institutes/Lecture Series
Workshops
Educational/Professional Seminars or Conferences

An institute or lecture series is a short teaching program established for a special group concerned with some special field of work. These programs may be selected from those offered by an adult school, college, or professional groups, or may be as approved by the Professional Growth Review Committee.

One unit credit will be provided for each sixteen hours of attendance.

A workshop, an approved educational/professional seminar or conference, or employee organization conference is a series of scheduled meetings by an organization for the improvement of employee services.

One-half unit credit for each eight hours of attendance or participation, up to a maximum of one unit credit each two years.

Leadership

Holding an elected or appointed leadership office (President, Vice President, Treasurer, Secretary or similar office) in any one educational/professional or job-related organization may be applied for credit at the college, local, county, State or national level.

Two credits for each full-year service.

5. Qualifying for the Award

The District shall allocate a total fund of \$6,500 per year. When an employee has completed ten (10) units credit, he/she shall receive one Professional Growth Award of \$500 per year payable in a lump sum. This payment shall be considered as an "award" and shall not be considered as part of the employee's salary.

Regular employees working on a twelve-month assignment shall receive the full amount of the award. Those employees working on a ten- or eleven-month assignment basis or working fewer than 7.5 hours per day, shall receive the award pro-rated on the same basis as their vacation benefits.

The notice of Award, when approved, shall be maintained in the Human Resources employee file.

Credits will not be approved if attendance/participation occurs during the employee's normal working day and the employee is paid for service to the District at the same time.

Verification for coursework shall consist of a fee statement, program activities, or registration receipt plus a transcript or a report card. For other than coursework, evidence of completion, satisfactory to the Professional Growth Review Committee shall be submitted by the applicant for an award.

6. Application Procedures

All credit for an award must have been earned no earlier than July 1, 1981.

It is the responsibility of the employee to maintain his/her own file of report cards, transcripts, or other acceptable verification of courses completed. When the employee has completed the required 10 units' credit, all records are to be submitted to the Professional Growth Review Committee for review. The Committee shall consider all requests for growth awards not later than its meeting of May 1 for awards to be granted in September of the following fiscal year.

It is hereby acknowledged that participation in the Professional Growth Program is entirely voluntary on the part of any employee and participation shall not be a requirement towards attaining any of the rights, benefits, or burdens accorded bargaining unit employees.

If an employee's application for an award is rejected by the Professional Growth Review Committee, the employee concerned may request a hearing at the next regularly scheduled Professional Growth Review Committee meeting. If the application is rejected a second time, the Committees' decision is final. The employee will receive written justification for the decision.

c. Staff Development Allocations

1. Funding

For the purpose of this Article and its stated purposes the College shall make available a total sum of \$2,000 per academic year to the CSEA Staff Development Committee for allocation.

2. Purpose of Program

The intent of this program is to assist in the development of classified employees skills and talents in regard to their current job duties and provide opportunity for employees to gain new skills and thereby enhance promotional opportunities within the current two job families of the unit, office-clerical and technical/quasi-professional.

3. Eligibility

- a. All unit members who have completed the required probationary period of employment are eligible to participate in the staff development program.
- b. Funds from this program are not available to cover costs related to development programs which have been authorized and/or partially funded by other College development programs such as Professional Growth (refer to Article 7: Salary), College course incentive program, Affirmative Action, Growth Plans, District required programs, etc.

4. Definition

The benefits of this program include necessary release time with pay, partial or full travel expenses, if any, partial or full registration/tuition fees, if any, and partial or full supply costs, if any.

Staff Development shall include courses (i.e. College and Adult Ed courses), conference, seminars, workshops, individual or group projects. Such activities must be completed within a one-day time frame.

5. CSEA Staff Development Committee

The committee shall be composed of three CSEA representatives appointed by CSEA. The purpose of the committee shall be to receive applications from bargaining unit employees for staff development and to approve or disapprove appropriate applications for fund disbursement from the District according to the criteria established in these Articles, and to specify the amount of funds to be allocated to each approved application. Included in its purpose, the Committee could decide to allocate all or part of the fund set forth in paragraph 1 for a particular type of training. The Committee shall meet one time per month to review applications and act on the requests. Applications that have been denied by the Committee shall be returned to the applicant. The denial shall include a reason for the action.

Applications that have been approved by the Committee shall be forwarded to fiscal services for final fund disbursement.

During the first six months of the academic year no more than half the funds shall be approved for expenditure for use during the first six months of the year. The Committee may take action during the first six months to approve the staff development expenses to be incurred in the second half of the academic year. In such case the amount does not count towards the first half limitation. The Committee will make decisions by majority vote with a minimum of two persons in attendance.

6. Application Process

- a. It shall be the responsibility of the individual unit member to complete the application form for staff development and to submit it to the committee in a timely manner. The Human Resources shall receive the application and date and time stamp it on behalf of the Committee.
- b. Upon completion of the form, the unit member shall submit it to his/her supervisor for the scheduling of release time. The supervisor/s approval indicates that the scheduling of the release time for the specified event is available to the applicant. Applications may not be submitted to the Committee unless/until approved by the supervisor.
- c. **Timelines.** All applications must be submitted prior to the specified event for which release time funds are being requested. Applications submitted to the Committee after the event shall be automatically denied. Unit members are encouraged to submit applications as far in advance of the event as possible so as to allow action by the Committee and advance allocation of funds as appropriate. If applications are submitted less than one month prior to the event, approved funding may be in the form of reimbursement. If the Committee does not have adequate time to act on the application prior to the event the unit member may attend the event with the approval of the supervisor but assumes the risk of all costs, including time off (compensatory time, vacation, and leave without pay) in the event that the Committee denies the application or some portion thereof. See MCCD Policy and

procedure 6.0009. Most funding will be on a reimbursement basis.

- d. Application and reimbursement forms are available in Human Resources.

7. Criteria

Approval by the Committee shall be made on a "first come, first serve" basis contingent on the following:

- a. You are limited to 200.00 per year.
- b. Job related or related to promotional opportunity within your job family.
- c. Form completed in its entirety with brochure and/or back up information regarding event accompanying application form.
- d. Supervisor's approval for scheduling of release time.
- e. Funds are available.
- f. Activity meets requirements under Section d. (Definition).
- g. Probationary period has been completed. Probationary employees are not eligible to receive funds.

8. Release Time

The Committee shall have an annual total of 24 hours of release time. The Committee shall meet no more than one time per month and no meeting shall exceed 3 hours. Committee members shall secure approval from their supervisors for the scheduled release time.

- a. On or before May 31 of each academic year the Committee shall submit to the College a written accounting of the funds disbursed under this Article.
- b. Except for Section 1 and Section 8, this Article shall not be subject to the Grievance Procedure.
- c. Any announcements concerning conferences, seminars, workshops, individual or group projects that are received by the Staff Development Specialist will be posted in the Teaching Resource Center.
- d. In addition to the provisions set forth above the college agrees to allocate \$3,000 in addition to the amount specified in paragraph 1 above for the purpose of staff development for employees covered by the CSEA contract. Such expenditures will be directed solely by the College. In the event that the College does not allocate the full \$3,000 in any fiscal year (July 1- June 30), the unspent amount for that year will be added to the CSEA Staff Development Committee for the following year only. In that same subsequent year, the College allocation will be reduced by an equal amount. For example, if in year 1, the College expends \$2,500 instead of the full \$3,000, the following year (year 2), the College will have a total expenditure of \$2,500 and the Committee will have a total of \$2,500 for that one year. In year 3 the College would again have \$3,000 and the Committee would have \$2,000 unless the College did not spend its full amount in the prior year. In this set of examples, the full amount in year 2 for the College is \$2,500. As described above there is no carryover of funds from one fiscal year to the next.

9. CSEA/MCCD Equity Study Implementation

- a. All employees hired before 1/1/13 will be placed on the salary schedule as recommended by the Ewing Study.
- b. New employees hired after 1/1/13 will be excluded, except as noted in number c below.