

ARTICLE 24

PROFESSIONAL GROWTH

- A. The Classified Employees' Professional Growth Program is designed to encourage classified employees to enhance their skills, to prepare for jobs in a changing workplace and to demonstrate the Superintendent and Administration's commitment to education and the professional growth of all unit members.
- B. All unit members are eligible to participate.
- C. All Professional Growth credits/units must have prior approval of the Director of Human Resources and the CSEA President or designee. Applicants will be approved based on highest seniority up to the amount of funds available in the Classified Employees Professional Growth Program pool. The unit member shall complete the Professional Growth Approval Form available on the SCSOS website and in the Bargaining Agreement Appendix D.
- D. Professional Growth credits/units shall be directly related to the unit member's duties defined by:
 - 1. Present job description and unit member's rationale for professional growth.
 - 2. Job description within unit members desired career path within Sutter County Superintendent of Schools Office (SCSOS).
- E. All Professional Growth credits/units to be compensated must be earned during hours the unit member is not in paid status for SCSOS. Compensation will not be granted for hours or credits/units earned whenever SCSOS covers the cost of attending the workshop/class.
- F. Applicable credits/units may be earned by the successful completion of accredited course(s) taken through a post-secondary educational agency or an appropriately accredited continuing education program specific to the member's current job.
- G. Hours earned via a certificate of completion will be counted at ten (10) instructional hours for each credit/unit awarded. Eligible activities of less than ten (10) hours may be accumulated within a one (1) fiscal year period and added together to equal a unit. The unit member is responsible for maintaining and submitting accumulated eligible hours.

- H. Official transcript(s) verifying credits/units/ or official certificate of completion including hours earned for Professional Growth shall be submitted to the Human Resources Department. To be granted credit, a grade of "C" or better is required for graded classes. A "pass" is required in "pass/fail" graded classes.
- I. Upon satisfactory completion of the above, the unit member will be compensated a ~~one-time~~ stipend of \$150.00 per semester credit/unit earned. Quarter units earned will be compensated a stipend of \$100.00 per credit/unit. Hours earned through an appropriately accredited continuing education program will be compensated at \$100.00 per 10 hours of verified course work. The unit member will be allowed to receive compensation of up to \$900.00 per fiscal year (six semester credits/units, 9 quarter credits/units, or 90 hours of verified course work).
- J. SCSOS will refill the Classified Employees Professional Growth Program pool up to a maximum of \$3,000 on July 1 each year. Unused funds will rollover from fiscal year to fiscal year; not to accumulate more than \$6,000. All final completion forms and certifications are to be submitted by May 30th for the current fiscal year allocation.