



Professional Growth Program

**CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION CHAPTER 150**



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ESCONDIDO UNION SCHOOL DISTRICT
CLASSIFIED SCHOOL EMPLOYEE ASSOCIATION CHAPTER 150

**Professional Growth
Program**

TABLE OF CONTENTS

Introduction2

Eligibility and Requirements3

Approval of Coursework4

Verification of Coursework4

Earning an Increment5

Payment for an Increment6

Sample Timeline7

Form S. PERS 1248

Diagram Overview9



CLASSIFIED PROFESSIONAL GROWTH PROGRAM

INTRODUCTION

Classified employees constitute an integral part of the Escondido Union School District and are vital to its educational programs and the school system itself. High levels of success and achievement by classified employees are essential to the efficient, effective and economical operations of the Escondido Union School District.

The value of professional growth activities for employees has long been recognized. Rapid and continuous changes in public school system needs and requirements which result in increasing responsibilities of operating and administering our school district, make it imperative for all employees to perform quality service. The Professional Growth Program for Classified Employees encourages improvement of knowledge, skills and abilities through continuous education.

As a school district, we believe in ensuring that every child receives a quality education so that we can actualize their unlimited potential. Professional growth provides for the continuous, purposeful engagement in learning activities to preserve and expand high standards of performance by classified employees.

Professional growth results in:

- ◆ Increased knowledge, understanding and skills in the employee's regular assignment,
- ◆ Personal development through alertness to and awareness of human, cultural and social factors of our society
- ◆ An increased understanding and awareness of fields closely related to the employee's area of activity.

Continuous learning benefits not only the individual, but the Escondido Union School District and the community as a whole.

Professional growth should be a joint enterprise between the employee and the district and should, therefore, be planned together in order to ensure maximum gain for both the employee and the district. All employees are invited to take part in the PROFESSIONAL GROWTH PROGRAM.

ELIGIBILITY AND REQUIREMENTS

1. Persons in classified service positions must have served one year in a regular-status position with the Escondido Union School District to be eligible to participate in the professional growth program.
 - A. No credit will be given for any professional growth activities prior to the employee's beginning date of employment.
 - B. If a classified employee is hired with the stipulation that completion of a specific number of units or the attainment of a degree is required to fulfill job description requirements, then such employee would not receive credit for this coursework in the Professional Growth Program. This stipulation shall be notated in the employee's personnel file.
2. Classes or in-service programs taken on district time and for which the district pays tuition and/or expenses will NOT be counted for professional growth credit.
3. An employee must be in a paid status to receive any portion of the payment for professional growth increments he/she has been granted, and such payments will end when his/her employment is terminated for any reason.
 - A. If a classified employee terminates employment with the Escondido Union School District for any reason and is subsequently reemployed in a classified position, such employee may submit a written request to the Classified Personnel Office to resume any previous professional growth increments in accordance with the rules and requirements of the Classified Professional Growth Program.
 - B. Any employee who is on leave of absence as a full-time student will not be eligible to participate in the program, nor will the employee be able to receive future credit for courses taken during that leave.



CLASSIFIED PROFESSIONAL GROWTH PROGRAM

APPROVAL OF COURSEWORK

****Obtain Approval BEFORE Beginning a Class/Course****

Employees desiring to take courses for professional growth credit must secure approval from the Classified Human Resources Department BEFORE taking the class by submitting a completed "Application for Approval of Classified Professional Growth Credits," (form S. PERS. 124). Upon approval by the Classified Personnel Office, one copy of the signed form will be returned to the employee. *Note: Planned coursework must be completed through a regionally or nationally accredited educational institution to qualify for the Classified Professional Growth Program.*

VERIFICATION OF COURSEWORK

****Submit Proof of Passing the Preapproved Class/Course****

After completion of any approved coursework, official verification of passing grades shall be submitted to the Classified Personnel Office by the employee as soon as practicable.

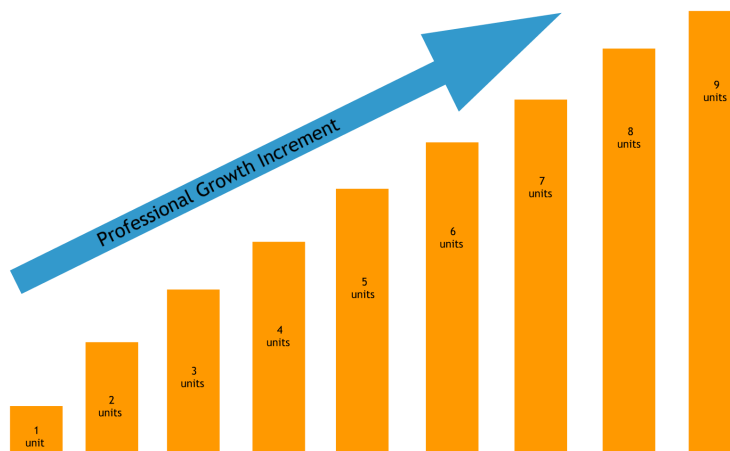
- A. Documentation verifying the successful completion of approved coursework must be received by the Classified Personnel Office no later than June 20 to ensure payment for an increment(s) beginning the upcoming fiscal year (when applicable).
 - (1) To be eligible for payment, all coursework must be completed before the employee starts working in any fiscal year.
 - (2) Verification of successful completion shall not be submitted more than one year after completion of an approved course.
- B. Successful completion of coursework for credit will be determined as follows:
 - 1. Graded Courses
A passing grade of "C" or a "credit" for junior college or college courses, as indicated by a hard-copy college/university/school record, such as a transcript.
 - 2. Ungraded Courses
A hard-copy college/university/school record verifying the course(s) was satisfactorily completed by the employee.



CLASSIFIED PROFESSIONAL GROWTH PROGRAM

EARNING AN INCREMENT

1. One increment shall consist of nine (9) semester units of pre-approved and successfully completed coursework (or the quarter unit equivalent) from an accredited institution (ex. three 3-unit courses). The following rules shall apply:
 - A. The composition of the nine (9) units to earn one increment must be as follows:
 - ◇ Five (5) or more semester units (or the quarter equivalent) of an increment MUST be job-related
 - ◇ Two or three (2-3) semester units (or the quarter equivalent) of an increment units may be toward a high school or college diploma
 - ◇ Up to one (1) semester unit (or the quarter equivalent) of an increment may be for self-improvement, or cultural or sociological coursework
 - B. Courses for professional growth may not be repeated for credit unless there is new content, AND upon special approval.
 - C. No employee will be allowed more than seven professional growth increments in total.
 - D. No more than two increments of professional growth may be earned toward the Classified Professional Growth Program in any fiscal year.
2. When verification of completed coursework in accordance with program requirements is received, the Classified Personnel Office will record such verification.
 - A. If a new increment has been earned in accordance with the requirements indicated above, the payment for the increment will be entered into the payroll system, effective the July 1 after the earning of the increment.
 - B. Any units earned which are not eligible for use toward an increment at the beginning of a fiscal year shall be carried over to subsequent fiscal years for use in combination with additional coursework toward future increments in accordance with the specifications of the Classified Professional Growth Program, including the required composition of an increment as described above.



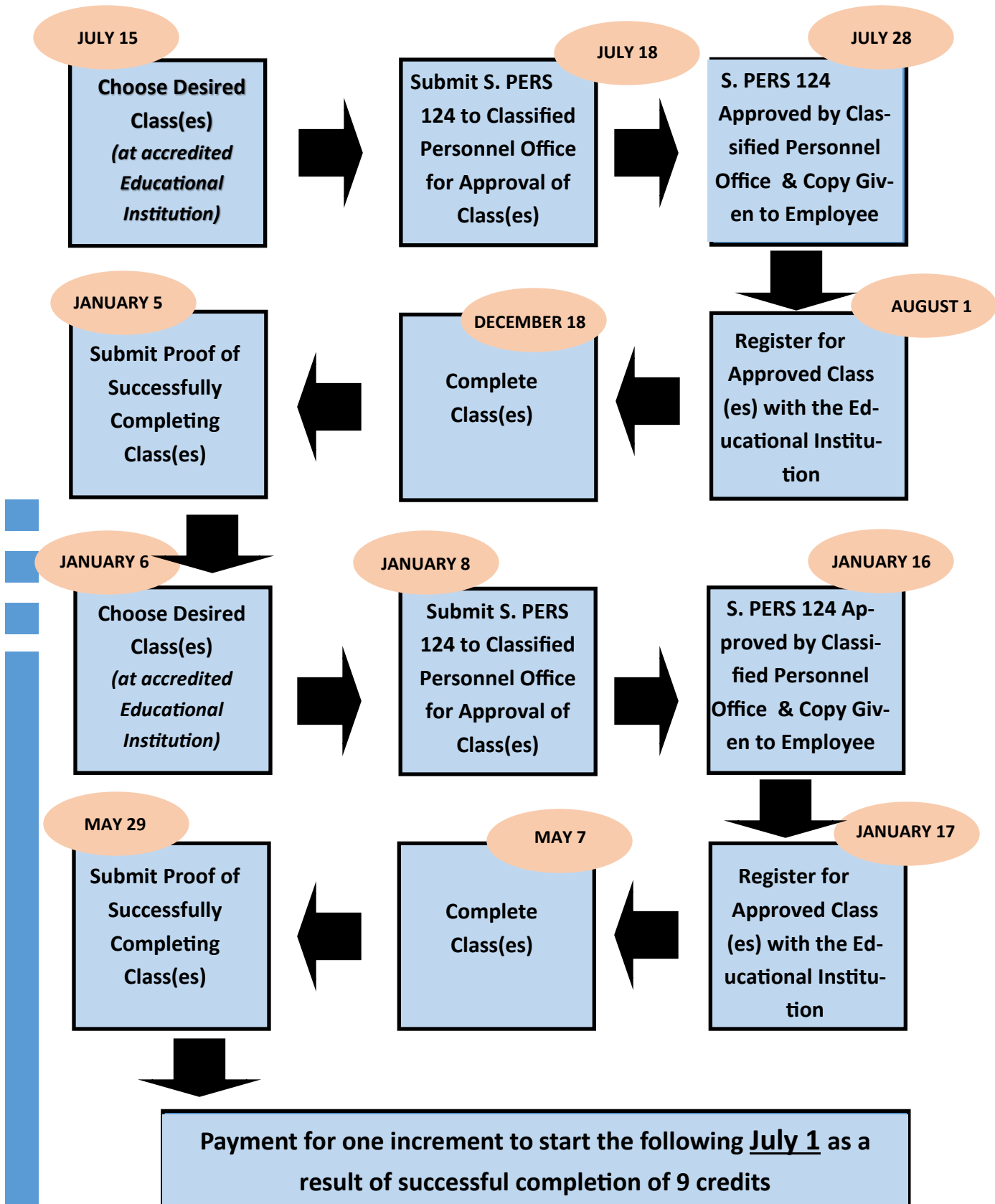
CLASSIFIED PROFESSIONAL GROWTH PROGRAM

PAYMENT FOR AN INCREMENT

1. Moneys for earned increments shall be paid in addition to the employee's regular salary and shall be subject to customary payroll deductions for retirement, social security, withholding tax and time off with loss of salary, etc.
2. The following schedule of payment is determined by the contract hours of the employee for the current fiscal year.
 - A. A regular employee who works eight (8) hours per day would be eligible for \$414 after completion of (9) units.
 - B. A regular employee who works seven (7) hours per day would be eligible for \$362.26 after completion of (9) units.
 - C. A regular employee who works six (6) hours per day would be eligible for \$310.50 at the completion of nine (9) units
 - D. A regular employee who works five (5) hours per day would be eligible for \$258.76 after completion of (9) units.
 - E. A regular employee who works four (4) hours per day would be eligible for \$207 at the completion of nine (9) units.
 - F. A regular employee who works three (3) hours per day would be eligible for \$155.26 after completion of (9) units.
 - G. A regular employee who works two (2) hours per day would be eligible for \$103.50 at the completion of nine (9) units.
 - H. A regular employee who works one (1) hours per day would be eligible for \$51.76 after completion of (9) units.
3. Payments will be made according to the contract year of the employee. A 12-month employee will receive 12 equal payments. All other employees will receive 10 equal payments. All payments will continue until termination of employment.
4. An employee receiving a professional growth increment(s) and who experiences a change to his/her regular assignment in total hours per week will be provided an adjustment to reflect the new full time equivalent (FTE). This change will become effective the first of the month following the date of change in assignment.



Sample Timeline



ESCONDIDO UNION SCHOOL DISTRICT
APPLICATION FOR APPROVAL OF CLASSIFIED PROFESSIONAL GROWTH CREDITS

NAME: _____

EMPLOYEE ID: _____

PHONE NUMBER: _____

SITE: _____

CLASSIFICATION: _____

Course Number	Dates to be taken	Course Title or Description	College/School/Other	Semester Units	Quarter Units

Course Objective – (check one)

1. Job-related _____
2. High School/College Diploma _____
3. Self-Improvement, cultural, Sociological _____

Explanation of content of course(s): _____

Signature of Applicant _____

Printed Name _____

Date _____

.....
(TO BE COMPLETED BY CLASSIFIED PERSONNEL OFFICE)

Approve _____

Disapproved _____

If disapproved, give reason: _____

Classified Personnel Signature _____

Date _____

.....
We have received credit verification of coursework you have taken. This verification is based upon (1) grade slip _____, (2) transcript _____, (3) certificate of completion _____, (4) other _____. We have granted you a total of _____ semester units. You now have a total of _____ units on record and are credited for _____ increment(s) of professional growth.

CARRYOVER = _____

*As follows: _____

Classified Personnel Signature _____

Date _____

HOW DO I PARTICIPATE IN THE CLASSIFIED PROFESSIONAL GROWTH PROGRAM?

Any classified employee currently in paid status who has been in a regular Assignment (*ex. excludes substitute assignments*) with EUSD for at least one year may participate.

STEP 1:

Find a Class

See information on page ## regarding class types & requirements.

(Classes paid for by the District, provided by the District, required by the District for your classification, or completed on District time are NOT eligible toward the professional growth program.)

STEP 2:

Submit the Form

Fill out Form S. PERS 124 *Application for Approval of Classified Professional Growth Credits* BEFORE starting the class. Submit it to the Classified Personnel Office for review and approval.

STEP 3:

Submit Your Grades

Once you have successfully completed your class(es), submit documentation to the Classified Personnel Department showing you earned at least a 'C' or other type of passing mark for the class.