

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. The unit member shall complete the Professional Growth Approval Form available in Human Resources.
- 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.
- G. Hours earned via a certificate of completion will be counted at fifteen (15) instructional hours for each credit/unit awarded. Eligible activities of less than fifteen (15) 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 \$50.00 per credit/unit (15 hours) earned. The unit member will be allowed to receive compensation of up to \$300.00 per fiscal year (six credits/units).
- J. SCSOS will refill the Classified Employees Professional Growth Program pool up to a maximum of \$3,000 on July 1 each year. All final completion forms and certifications are to be submitted by May 30th for the current fiscal year allocation and will be distributed on a first-come, first-served basis.