

OFFICE CHRISTINE LIZARDI FRAZIER
KERN COUNTY SUPERINTENDENT OF SCHOOLS

PROFESSIONAL GROWTH CREDIT FOR CLASSIFIED EMPLOYEES

Professional growth is a meaningful engagement in study, training, and related activities with the purpose of maintaining and increasing the high standards of the classified service employees of the Kern County Superintendent of Schools Office.

It is designed to encourage employees to gain increased knowledge, skills, and understanding in the employee's assignment, provide a basis for consideration for advancement to new positions, and provide the employee with an increased awareness of the importance for greater efficiency needed to fulfill his/her role in the total education of students in the Kern County Superintendent of Schools Office.

Provisions for Credit and Compensation

1. Permanent classified employees serving *twenty* or more hours per week and a minimum of *ten* months per year (KEEP employees included) shall be eligible to apply for professional growth credits. Increments earned for professional growth credits will not be prorated on a basis of hours worked in relation to *eight* hours. All eligible with enough approved credits for an increment will receive a full monthly increment. Only classes/workshops completed while in permanent status are eligible for professional growth credit.
2. In general, qualifying activities in professional growth may be achieved through participation in any of the following categories: college courses, adult evening school courses, workshops, institute lecture programs, or any other programs as approved by the superintendent/designee. Such courses, workshops or lecture programs, in order to qualify for credit, must directly pertain to and provide the employee with increased knowledge, skills, and understanding in the employee's assignment or in the related occupational group (such as secretarial-clerical; grounds workers and custodians; transportation services). Courses designed for personal pleasure shall not be accepted, and workshops, seminars, lectures or courses that have been compensated by salary (work day) or where the employer has paid expenses shall not be accepted.

Professional growth credit for elective coursework may be granted contingent upon an educational plan submitted prior to the credit request. Professional growth credit is limited to the specific number of units directly related to the pursuit of a degree. All non-elective units within the education plan are subject to professional growth credit.

Qualifying activities in professional growth may be submitted to the Professional Growth Review Board for professional growth credit if the application for credit was submitted within three years from the course(s) completion date.

3. A unit for professional growth is normally a college unit and/an equivalent unit for this purpose as defined:
 - a. Unit: The term “unit” shall apply to both regular unit and equivalent unit.
 - b. Regular Unit: The term “regular unit” shall mean semester unit as accepted by colleges and universities. Adult school units will be converted on a 3.3 = 1 ratio.
 - c. Equivalent Unit: The term “equivalent unit” shall mean a unit earned by such other means as may be approved by the superintendent/designee.
 - d. Recorded: The term “recorded” shall mean that the classified service employee has presented an official transcript, grade cards or other approved records for regular units earned, or affidavits or approved report from the supervisor or instructor for equivalent units earned. Such documents will become the property of the Kern County Superintendent of Schools Office and will be retained in the files of the Human Resources Department.
4. An increment of twelve units is required for professional growth compensation. A maximum of eight increments can be gained during an employee’s career in this office.
5. The committee, for implementation of the policy, will have the following members as approved by the superintendent: two classified employees, (one SOSCA appointed member, one classified employee appointed by the superintendent), two management level employees, and a Human Resources management staff member.

In order to qualify for any professional growth increment, the Professional Growth Review Board recommends that the classified employee:

- a. Submit a complete application form to the Human Resources Department with educational plan or degree requirements.
- b. Receive approval for professional growth activities from the Professional Growth Review Board.
- c. An official transcript must be submitted at every other increment, beginning with the second increment, i.e., second, fourth, sixth, and eighth increments. Submission of the official transcripts will be required prior to those increments being awarded.
- d. An application for an increment completed during the fiscal year will not become effective until the first month following the month in which the review board approves the application except that the starting date may be awarded retroactive to the first month following submission of the application if the review board meeting is unavoidably delayed. The employee shall submit with the application, transcripts or grade slips which verify that the twelve semester units of course work and/or professional activities were satisfactorily completed; that is, that a grade of “C” or better or of “pass” was received on each.

Transcripts or grade slips submitted to the Human Resources Department without an application attached shall not be accepted; it is recommended that proof of satisfactory completion of units shall be turned in within six weeks of completion of the professional growth activity with the completed application. Units completed but not promptly submitted will not be accepted for retroactive credit, but may be considered for the current year henceforth if completed during a period during which the employee is eligible.

e. One workshop, seminar, lecture or course unit shall be defined in terms of regular units or equivalent units.

- 1) Regular Unit: The term shall mean a semester unit or equivalent quarter units as accepted by colleges and universities, adult school units will be converted on a 3.3 = 1 ratio.
- 2) Equivalent Unit: The term shall mean a unit earned by such other means as may be approved by the superintendent/designee. In general, fifteen or more approved clock hours would be required for one unit.

6. An employee who changes job classification with the Kern County Superintendent of Schools Office shall have prior approved professional growth credit carried forward (credited) for the record within the maximum limits of this policy. Staff employed or promoted to the level of coordinator or above are not eligible for professional growth credit.

7. After each completed increment has been approved, compensation shall be increased by \$360 per year starting with the next month following date of approval. Increments are cumulative in pay through the maximum of eight increments during a career in this office.

The superintendent will determine additional rules, regulations, and administrative procedures with proper supplements to the classified handbook as necessary.

8. The professional growth increment is separate from the regular salary schedule and will be reviewed periodically.

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Professional Growth Application

Professional growth is offered to permanent classified employees serving 20 hours or more per week for a minimum of 10 months per year in their permanent position. Qualifying activities may be achieved through participation in any of the following categories: college courses, adult school courses, workshops, institute lecture programs, or any other programs approved by the superintendent/designee. Courses taken during a paid workday or where the employer has paid the expenses shall not be eligible for professional growth credit. Prior course approval is recommended, as not all courses will be eligible for professional growth credit. The completed application must be submitted to the Human Resources Department. Application for credit must be submitted within three years of course(s) completion date.

A. I am taking the following class(es) for:

- Professional growth applicable to my current position.
- Increased knowledge and skills in my related occupation.
- Toward attainment of a college degree:
 - Educational plan or degree requirements must be submitted with first application.
 - Official transcript required with every other increment.

B. Name, address, telephone number of college/school/agency attended: _____

C. I have completed the following courses within the last three years and certify these courses meet the above criteria.

<u>Course Title</u>	<u>Units</u>	<u>Course #</u>	<u>Date Courses Taken</u>
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Example:

Child Health/Safety/Nutrition	3	CHDV B49	Summer 2010
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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Employee's Signature	Position/Title/Dept.	Date Submitted
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Employee's Name (printed)

Director/Administrator's Signature

(Optional) Revised 5/10