

The district promotes professional development of all employees through its support for the Flex/Professional Development Program, Career Incentive and Professional Advancement Programs, enrollment in classes, attendance at conferences, and professional memberships.

Professional Development Program

The mission of the Flex/Professional Development Program is to offer a comprehensive and systematic program of services and activities that will foster development of

- C. Any faculty member who fails to complete their full contractual obligation or completes only a portion of the contract is subject to loss of pay. (See Professional Development Program handbook for details.)

Options for group and individual activities and the specific procedures for carrying out the contract obligations are detailed in the Flexible Calendar and Professional Development Program handbook.

The superintendent/president shall provide for adequate reassigned time of not less than 40 percent of their load, and a summer stipend, to allow a full-time faculty member to serve as Coordinator for the Professional Development Program. The academic administrative secretary will have an adequate percentage of their total load assigned to work on the Professional Development Program on a twelve-month contract.

Duties and responsibilities of the coordinator and academic administrative secretary are detailed in the Professional Development Program handbook.

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Employees who wish to participate in the Career Incentive Program must complete and submit an application form, with their supervisor's signature, to Human Resources before a course begins and according to the timeline below:

1. July 1 for fall semester course work/activities occurring August 1 to December 31.
2. December 1 for spring semester course work/activities occurring January 1 to May 31.
3. May 1 for summer semester course work/activities occurring June 1 to July 31.

To apply for workshop/seminar or conference credit, the completed application must be submitted to the committee with a brochure or flyer from the workshop/seminar. Applications must be submitted for approval three (3) weeks prior to the date it begins. Exceptions are subject to the discretion of the committee on a case-by-case basis.

All applications shall include the school(s), course numbers, titles, and number of units of the courses to be taken, as well as a brief written justification of why each course is job-related or career development, and how the completed course work will benefit the District. With every application, participants must also submit official transcripts of all course work taken previously to avoid any duplication.

(*Additionally, if the course(s) is/are career development, an Educational Plan of required coursework developed in consultation with a college counselor must be submitted with the application.) This plan shall explain how the employee intends to achieve the stated career goal/position's objective. The employee may be required by the committee to submit further verification of the appropriateness of planned course work.

time and at their own expense. No salary credit will be given for course work taken on district paid time or at the direction of the district.

An employee desiring to enroll in classes/workshops/seminars during working hours must follow these procedures:

1. Discuss with supervisor the course(s) desired and arrange for absence from duty for the time required to attend class(es).

2. Make arrangements to have the duty station covered during the period of absence,

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compensation associated with this Career Incentive Program will remain at the initial dollar amount unless the employee's working hours change. In this event, the dollar amount will be proportionately decreased or increased. (See example in the above paragraph.)

Employees who have completed approved nine-unit Career Incentive Programs prior to June 30, 1987, will continue to be paid the dollar amount of the career-incentive salary increase(s) applicable to their FY88 salary, or \$100, whichever is greater.

Effective July 1, 2004, the amount of the stipend was increased from \$75 to \$100 per month. All other provisions shall remain unchanged unless indicated above.

Professional Advancement for Faculty

Faculty members should constantly be striving to improve their academic competence. To implement the board's policy that advancement on the salary schedule will be by acquisition of approved subject-matter units, the following principles for evaluating

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- g. Courses or seminars mandated and paid for by the district are not eligible for enrollment fee reimbursement, nor may any employee apply for enrollment-fee reimbursement for courses they may wish to substitute for the mandated ones.
- h. It is the responsibility of the employee to apply for enrollment-fee reimbursement and then to verify completion of coursework with an official transcript or the instructor's signature prior to June 30 of the year in which the course was taken.
- i. Applications for enrollment-fee reimbursement must be received prior to the start of the semester in which the class is to be taken. If the class approved is canceled and the employee must substitute a class, they must request and receive approval for substitution before the end of the second week of the semester.
- j. Approval bodies for enrollment-fee reimbursement are the Classified Career Incentive Committee and the Academic Employees' Professional Advancement Committee.
- k. Completed approval forms must be forwarded to Human Resources. Upon completion of coursework, verification of satisfactory completion of class (i.e., transcripts) and a purchase request must be sent to Human Resources before enrollment-fee reimbursement occurs.
- l. Human Resources will sign the purchase request and forward it to Accounts Payable when verification is complete.

In addition, faculty members may request tuition reimbursement for courses taken outside the district in lieu of departmental and staff development professional travel reimbursement.

Professional Development Allowance for Full -Time Faculty

In addition to travel funds provided through the Professional Development Program and other sources, the District shall provide an annual allowance of \$600 per full-time faculty member per year to reimburse expenses associated with professional development. This allowance may be applied to professional travel or tuition reimbursement, subject to the following provisions:

- A. The department to which the greatest percentage of each full-time regular faculty member is charged shall be allocated \$600 per faculty member annually.
- B. Any unexpended funds from a given fiscal year may be rolled over to the following fiscal year. Any amount unused after two years shall be returned to the Professional Development Program.
- C. Funds may be transferred to another full-time faculty member within the same department for professional travel or tuition reimbursement.

Professional Development – Academic and Classified Administrators

Academic and classified administrators are encouraged to participate in professional-development opportunities on and off campus that will enhance their value to the district. Resource allocation for professional development of academic and classified administrators will be determined by the district through a "meet and confer" with each employee group's representatives.

Classified Staff Development

The Classified Senate negotiates staff development funds through the meet-and-confer process and usually via salary agreements on behalf of permanent employees. Staff-development funds are purposed for the enrichment of classified employees through job enrichment and professional growth. The funds are managed by the Classified Senate according to established guidelines and procedures.

Attendance at Conferences, Seminars, In -Service Training, Workshops, Meetings, and Visits to Other Schools for Full -Time Faculty and Classified Staff

The superintendent/president shall recommend attendance by faculty and classified staff members at conferences, seminars and workshops. The board shall pay actual and necessary expenses within budgetary limitations and may authorize an advance of registration fees. (See Board Policy/Administrative Procedure 7400–Travel.)

Voluntary attendance at conferences, seminars, and workshops may be authorized with no loss of pay and with or without partial reimbursement of expenses.

Participation in in-service training, exclusive of career incentive programs that occurs on or off campus and at the direction of the employee's supervisor or the superintendent/president shall not result in a loss of pay or the necessity of making up for time lost.

The superintendent/president is authorized to direct the travel of employees to meetings or to visit other schools and colleges for the discussion or observation of any school matter relating to the duties of the employee or any question of interest to the district. The board shall pay the actual and necessary expenses on the basis of a schedule for reimbursement within budgetary limitations.

Memberships in Professional Organizations for Full -

reimbursement for fifty percent of the cost of professional organization dues, with such reimbursement not to exceed \$100 per year per employee. The form shall include space for specifying how the membership benefits the employee's services to the district.

Employees requesting reimbursement will submit the form to the appropriate vice president for approval, together with receipt(s) or other documentation that dues have been paid. Dues paid via payroll deduction will be deemed to have been paid at the conclusion of the deduction period.