

## **AP 7240-6 Management Employees – Professional Growth and Development Program**

Reference:

**Education Code Sections 87150 et seq.;**  
**ACCJC Accreditation Standard III.A.14**

- 1.0 The District has established a program of professional growth incentives for management employees to encourage them to strengthen their roles as productive members of the District and the community.
- 2.0 **Eligibility:** Regular (nontemporary) management employees are eligible to participate in the professional growth and development program. Executive Officers and temporary management employees are not eligible to participate in the program.
- 3.0 **Professional Growth Increment:**
  - 3.1 Management employees who do not qualify for the earned doctoral stipend as provided in section 4.0, below, may earn up to five (5) professional growth increments.
    - 3.1.1 An increment for professional growth shall be earned upon verification of completion of nine (9) semester units of approved course work or equivalent unit work. Six (6) of the nine (9) units must be from course work or equivalent unit work specifically related to the management employee's work assignment. A maximum of three (3) units may be granted for elective course work or equivalent unit work considered cultural enrichment.
    - 3.1.2 For each professional growth increment, the employee shall be paid a stipend in the amount of \$400 per fiscal year, prorated by percent of employment.
  - 3.2 Allowable Credit
    - 3.2.1 Course work must be taken at an accredited community college, college, or university listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council of Postsecondary Accreditation by the American Council on Education. Course work must be completed with a minimum grade of "C"; if letter grades are not given, documented evidence of satisfactory completion acceptable to the District is required.
    - 3.2.2 One (1) equivalent unit of credit may be granted for an accumulated total of eighteen (18) hours of verified attendance and satisfactory completion in an approved adult education or professional development program.
    - 3.2.3 All credit will be equated in semester hours. Quarter hours will be translated into semester hours.
    - 3.2.4 Course work applied to the professional growth increment must be earned during the course of employment with the District as a management employee.

## **AP 7240-6 Management Employees – Professional Growth and Development Program**

### 3.3 Limitations

- 3.3.1 The total number of increments that can be earned and accumulated is five (5).
- 3.3.2 A maximum of two (2) increments may be approved for payment in any one fiscal year.
- 3.3.3 Credit toward the professional growth increment will not be allowed for the following:
  - 3.3.3.1 Activities for which the management employee has not obtained prior approval.
  - 3.3.3.2 Activities that are attended during the management employee's regular work schedule.
  - 3.3.3.3 Activities that are part of the management employee's responsibilities and are scheduled outside of the regular work schedule.
  - 3.3.3.4 Attendance at District-sponsored, in-service training programs conducted during the regular work schedule.
  - 3.3.3.5 Activities that are paid by the District or for which the management employee is reimbursed by the District.
  - 3.3.3.6 Units earned through "credit by examination."

### 3.4 Application Procedure

- 3.4.1 Prior to enrollment in a course or program, the management employee must submit a *Request for Course Approval* form to the College President/Provost or designee, who shall evaluate the request and inform the employee whether the proposed activity is acceptable. Approval of a request guarantees that upon satisfactory completion, the proposed activity will apply toward the professional growth increment.
- 3.4.2 It is the responsibility of the management employee to apply for professional growth and development credit and to verify completion of work by submitting an official transcript or other documented evidence of satisfactory completion acceptable to the District.
- 3.4.3 Application for professional growth and development credit and verification of completion of units and degrees must be submitted to the Vice Chancellor of Human Resources or designee not later than June 30 for the stipend to become effective for the following fiscal year.

## **AP 7240-6 Management Employees – Professional Growth and Development Program**

3.4.4 The stipend for a professional growth increment will become effective at the start of the fiscal year immediately following the fiscal year in which the requirement for the award of the stipend are completed. The stipends will not be implemented during the fiscal year.

### **4.0 Earned Doctorate:**

4.1 Upon verification of the award of an earned doctorate or LLB/JD degree, a management employee shall be eligible to receive a stipend in the amount of \$3,500 per fiscal year.

4.1.1 The stipend shall be prorated by percent of employment.

4.1.2 The stipend will be paid in lieu of any professional growth increments for which the employee may be eligible.

4.2 The degree must be awarded by an accredited institution listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council of Postsecondary Accreditation by the American Council on Education. The LLB/JD degree must have been received on the basis of a four (4) year baccalaureate degree from an accredited institution, as provided above, and three (3) years of graduate law school.

4.3 The doctoral stipend will become effective the first date of the month following Board of Trustees approval. The doctoral stipend will be prorated based on the number of remaining months in the fiscal year.

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