

AP 7230-6 Confidential Employees – Professional Growth and Development Program

1.0 The District has established a program of professional growth incentives for confidential employees to encourage them to strengthen their roles as productive members of the District and the community.

2.0 Professional Growth Increment

2.1 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 confidential employee's work assignment. A maximum of three (3) units may be granted for elective course work or equivalent unit work considered cultural enrichment.

2.1.2 For each professional growth increment, the confidential employee shall be paid a stipend in the amount of \$400 per fiscal year. The stipend shall be divided by the number of months employed and distributed on a monthly basis.

2.1.3 The increment shall be prorated by percent of employment.

2.2 Allowable Credit

2.2.1 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.

2.2.2 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.

2.2.3 All credit will be equated in semester hours. Quarter hours will be translated into semester hours.

2.2.4 Course work applied to the professional growth increment must be earned during the course of employment with the District as a confidential employee.

2.3 Limitations

2.3.1 The total number of increments that can be earned and accumulated is five (5).

2.3.2 A maximum of one (1) additional increment may be approved for payment in any one fiscal year.

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- 2.3.3 Credit toward the professional growth increment will not be allowed for the following:
 - 2.3.3.1 Activities for which the confidential employee has not obtained prior approval.
 - 2.3.3.2 Activities that are attended during the confidential employee's regular work schedule.
 - 2.3.3.3 Activities that are part of the confidential employee's responsibilities and are scheduled outside of the regular work schedule.
 - 2.3.3.4 Attendance at District-sponsored, in-service training programs conducted during the regular work schedule.
 - 2.3.3.5 Activities that are paid by the District or for which the confidential employee is reimbursed by the District.
 - 2.3.3.6 Units earned through "credit by examination."

3.0 Application Procedure

- 3.1 Prior to enrollment in a course or program, the confidential employee must submit a Request for Course Approval form to the Vice Chancellor of Human Resources 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.
- 3.2 It is the responsibility of the confidential 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.
- 3.3 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.
- 3.4 Stipends will become effective at the start of the next fiscal year. Stipends will not be implemented during the fiscal year.

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