

## **PROFESSIONAL GROWTH PLAN**

### **Purpose**

- A. Professional growth is a meaningful engagement in study and related activities with the purpose of maintaining and increasing the high standard of the classified service employees of the Bakersfield City School District. 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 of increased efficiency needed to fulfill his/her role in the total education of students in the Bakersfield City School District. Professional growth may be achieved through participation in any of the following categories: college courses, adult evening school courses, district-sponsored workshops, institute lecture programs or any other programs as designated by the superintendent or his/her authorized representative. 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, groundswoker-custodian, etc.). Courses designed for personal pleasure shall not be accepted.
- B. Courses not directly related to the unit member's present assignment may be approved for professional growth credit if sufficient benefit to the district can be expected. Disputed courses shall be submitted to the Units Evaluation Committee for approval or disapproval in conformance to this article.

### **Definitions**

Semester hour: The term "semester hour" shall apply to both regular and equivalent semester hour. Regular semester hour: Semester hour as accepted by colleges, universities and adult night school classes.

Equivalent semester hour: Semester hour earned by such other means as may be approved by the Board of Education or its authorized representative.

Recorded: The term "recorded" shall mean that the employee has presented official transcript or grade report for regular semester hours earned, grade cards or other approved records for night classes, affidavits or approved reports from the supervisor or instructor for equivalent semester hours earned and a record of same has been made by Personnel Services. It is the sole responsibility of the employee to record semester hours earned in order to receive credit on the salary schedule.

### **Retroactive Credit**

All courses taken or other authorized activities for the purpose of acquiring college semester hours for advancement on the salary schedule shall be subject to the following: six units of credit retroactive to date of regular employment will be allowed for the first increment for those employees under contract at the time of adoption of the professional growth plan for classified service employees. An exception to this rule would be contract food service employees who, while serving as substitute employees, were requested by the department head to take and satisfactorily complete a special college course, "Sanitation and Safety for School Lunch Personnel," which is of benefit to every child and employee of the Bakersfield City School District. Units earned from said courses may be acceptable toward professional growth. If employment occurs during the time an applicant is taking a course and before the final grade is received, credit may be allowed for the units obtained. In case of question, the committee shall make the final determination.

### **Repeat Courses**

Repeat courses may be taken for acceptable credit only if approved in advance by the Units Evaluation Committee with the exception of "First Aid" which may be repeated for credit with each twelve semester hours if so desired by the employee.

### **First Aid**

Number of semester hours allowed for first aid shall be determined by credit received from the college, evening school offering the course or by the Units Evaluation Committee if received through another agency such as the Red Cross when proof of satisfactory completion of course is received from the agency offering the course. Credit for first aid need not be limited to the date of employment but may be received as retroactive credit if so desired by the employee. First aid may be repeated for credit with each twelve semester hours earned if so desired by the employee.

## **Acceptable Grade**

Only semester hours with a grade of "C" or better may be submitted for salary credit. Any question of acceptable credit for salary increase must be submitted to the Units Evaluation Committee. It is the responsibility of the employee to check prior to the time of taking courses if there is any doubt about acceptability of semester hours. Final approval rests with the Units Evaluation Committee.

## **Courses Taken During Leave**

No courses or other authorized activities for the purpose of acquiring semester hours for advancement on the salary schedule shall be approved for classified service employees while on leave of absence unless the leave is granted specifically for the purpose of attending a college or university for further study. A minimum number of semester hours required for full-time students must be taken and written verification filed.

## **Salary Changes**

Salary changes for professional growth shall be recorded with transcripts or grades in the Department of Personnel Services before the fifth day of the calendar months of October and February and shall be effective either in the month of October or the month of February, whichever deadline is appropriate.

Twelve semester hours shall be recorded for each advancement on the salary schedule up to a maximum of 60 semester hours.

Twelve semester hours of credit shall increase the classified service employee's basic salary by \$150 per year for both ten-month and twelve-month positions regardless of the hours worked per day.

## **Number of Units Per Year**

The number of semester hours allowable within a given year may be limited depending upon employee evaluation by the department head and Units Evaluation Committee.

Three semester hours of college credit will be equal to 10 semester hours of credit by a high school. One college quarter hour is the equivalent of  $\frac{2}{3}$  of a college semester hour. One equivalent semester unit shall be granted for each 15 clock hours of work.

## **Regulations Governing Equivalent Semester Hours**

Limitations: Workshops and related activities are limited to six equivalent semester hours per twelve units of credit for advancement on the salary schedule. Equivalent semester hours for advancement on the salary schedule may be earned for the following activities entailing time and effort beyond regularly assigned school responsibilities.

Conference: Workshops or conferences usually held for a three to five day period by universities and colleges or by the California State Department of Education or others approved by the Superintendent where no university or college semester hours are granted usually carry one-half equivalent semester hour but not more than one equivalent semester hour. Written report is required. No credit will be given for attendance at conferences when the district pays expenses.

Workshops: Workshops held within the Bakersfield City School District, authorized by the Superintendent and conducted by his/her authorized representative(s) may carry one-half, one, two, three, four, five or six equivalent semester hours. Written verification of participation is required. Work shall be done outside the hours of regular employment and in addition to assigned responsibilities. Semester hours shall be submitted at the end of the project or not later than the end of each school year and additional approval requested if the project continues into the next school year. Workshops held during regularly scheduled work time may be submitted to the Units Evaluation Committee for approval. The Units Evaluation Committee will determine the amount of credit allowed for such mandatory activities.

Individual Study: Planning and conducting individual research studies or receiving individual instruction appropriate to the assignment, approved by the Superintendent, may carry one-half, one or two equivalent semester hours. A copy is required. Work shall be done outside the hours of regular employment.

Employee Organizations: Credit will not be given for participation in employee organizations.

## **Regulations Governing the Units Evaluation Committee**

Members: The Units Evaluation Committee shall consist of the following: eight members selected in this manner – four permanent classified service employees to be selected by the president of CSEA and these to be representatives of the various classifications of employees alternating over a period of two years (need not limit selection to CSEA members in good standing) and the Director of Personnel and three other management persons selected by the Director of Personnel.

Chairperson: The Director of Personnel shall be the committee chairperson and shall call meetings as often as necessary to review approval of semester hours for salary increase.