TO:  
FROM:  Karen Burnside  
RE:  Professional Growth

Thank you for your interest in Professional Growth. The following materials are attached for your information. **Please read it all thoroughly:**

- Summary of deadline dates & points calculation
- Copy of CSEA Contract Article XI - “Professional Growth”
- Professional Growth Increment Application
- Sample Application for general format

**Please Note:**

- Applications are submitted to this office starting in February each year, until the April 15 deadline.

- Applications may be submitted for courses taken at any time during your regular employment with the District. (If you have worked for the District ten years and took courses within that time, you may submit an application for those classes.)

- Not applicable toward Professional Growth: Any Courses/Classes/Seminars/Workshops paid by the District. This includes Adult Ed.

- It is not necessary to submit applications for units/workshop hours, etc., which calculate to less than one increment. Save your transcripts, even if it over a period of years.

- When you have accumulated enough approved units and/or hours which will calculate to 15 professional growth points or more, please send your application to my attention. Applications are available in the Classified Personnel department and can be mailed to you if you prefer.

- Units and/or hours not used toward the current increment will be carried forward and held toward your next increment. For Example: You take Moorpark College courses; i.e., 2 classes @ 3 units + 1 class @ 4 units = 10 units total. You must receive grade “C” or better + courses must be approved by the Committee. The 10 semester units, in this instance, calculate to 20 professional growth points. Of the 20 points, 15 will be deducted for one increment. This would leave 5 points to be “carried forward” and held toward your next increment. The next time you submit an application, the 5 previously-approved points will be “carried over” and added to new points which you submit. See sample application for format.

- If you have enough approved “carry forward” points to apply toward multiple increments (6 increments maximum), you are responsible for remembering to submit a new application each year for each increment.

If you have any questions, please feel free to call me at 306-4030.
ARTICLE XI
PROFESSIONAL GROWTH

A. Professional Growth is the continuous, purposeful engagement in study and related activities to retain and extend high standards for educational classified employees.

B. Professional Growth is being developed if:

1. The course work/workshop reflects increased knowledge, understanding and skills in participant’s regular assignments.
2. The course work/workshop manifests personal development through alertness and responsiveness to the human and social factors of others.
3. The course work/workshop assists in fields closely related to the activity in which engaged.

C. Professional Growth may be achieved through participation in the following categories (at least four (4) points toward an increment must be earned in category 1 or 2)

1. Accredited college courses
2. Adult Education, Regional Occupational Programs, or other Accredited Schools
3. Conferences, Workshops

D. Credit shall be granted in the following manner:

1. Professional Growth course work, conferences or workshops must be completed outside district paid status.
2. Two (2) points will be awarded for each completed college semester unit.
3. One and one-half (1-1/2) points will be awarded for each completed college quarter unit.
4. One (1) point will be awarded for every fifteen (15) hours of completed workshop/conference training directly related to one’s employment.
5. One (1) point will be awarded for every fifteen (15) hours of completed adult education courses for a limit of three (3) points for any one course. Exceptions to this rule may be granted by the Professional Growth committee.
6. Completion is course work completed with a grade of “C” or better, a passing grade in a pass/fail structure. Workshop/conference credit shall be granted on the basis of proof of attendance, indicating on the approved form the number of hours attended. The workshop/conference flyer or agenda must be attached.

E. Award for professional growth credit shall be made as follows:

1. An increment for professional growth, based on eight (8) hour, twelve (12) month employment, shall be One Hundred-Fifty Dollars ($150.00) for each fifteen (15) points earned. A maximum of six (6) increments may be earned for a total of ninety (90) points of credit following the above criteria. Carry forward points not yet credited to an increment will be allowed. For the first increment only, sufficient points must be submitted to earn one full increment. A stipend of Fifteen Dollars ($15.00) per month, September through June, shall be paid upon completion of one increment. Stipends are accumulative.

2. All regular unit members working on a ten or eleven month assignment basis or working less than eight (8) hours per day, shall receive the award prorated on the same basis as their vacation benefits.

F. Professional Growth is a joint enterprise between the District and the individual employee and should be planned together in order to assure maximum gain for both the participant and the District. Toward achieving this goal, a Professional Growth Review Committee shall be formed composed of the following:

1. Four (4) members shall be from the Classified staff, appointed by the board of the local chapter of C.S.E.A.

2. One (1) member shall be the Director of Classified Personnel Services or designee.

3. Appointment of the classified staff members shall be for a period of two (2) years on staggered terms.

4. A quorum shall consist of a minimum of three (3) members.

G. The duties of the Committee shall be to:

1. Review application for professional growth credit.

2. Determine validity of such education experiences as may be submitted for professional growth credit.

3. To serve as a Hearing and Appeals Board in disputed cases.
H. Limitations and Requirements:

1. It is the responsibility of the employee to apply to the Professional Growth Committee to present evidence of successful completion of courses with a "C" or better grade, or proof of workshop/conference attendance.

2. Any unit members who change their job classification may submit courses for credit as they relate to any areas of employment held during the past three (3) years.

3. Points must have been earned after July 1, 1964 or date starting with District, whichever is later.

4. Courses cannot be repeated unless special permission is granted from the Professional Growth Committee.

5. No more than one professional growth increment may be granted to a unit member in a single year.

6. Application for professional growth increments must be submitted by April 15 on forms provided by the Classified Personnel Services Office. Coursework/workshops must be completed by June 30 for payment in the subsequent fiscal year.

7. All work must be verified by official transcript or by other acceptable official verification and must be filed in the Classified Personnel Services Office by July 30.

8. For unit members to be eligible to receive the Professional Growth Increment, they must have qualified and be in a paid status with the District at the time payment is made.

9. The effective date of the new increment stipend shall be July 1, 1982, and shall not be retroactive to already completed increments.

10. The cost of Professional Growth increments shall not exceed Twenty-Thousand Dollars ($20,000) per year.

Supervision of the Professional Growth Program will be provided by the Office of Classified Personnel Services.
SIMI VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE PROFESSIONAL GROWTH COMMITTEE
APPLICATION FOR PROFESSIONAL GROWTH INCREMENT

Name ____________________________ School Year _____ -- _____
Classification ________________________ School/Dept. __________________

An increment for professional growth, based on 8-hour, 12-month employment, is $151.50, paid over a 10-month period beginning September 1. The increment is prorated for employees who work less than 12 months per year and/or who work less than eight hours per day. In order to qualify for a Professional Growth Increment, the employee must meet the following conditions:

1. File an application in duplicate by April 15. (Applications received after April 15 cannot be budgeted for salary increase and will not be accepted.)

2. Course work must be completed by June 30.

3. Verification of completed course work, conference or workshop must be received by the Classified Personnel office by July 30. College work must be verified by official transcript. All other work must bear official verification. “Completion” is course work completed with a grade of “C” or better or a passing grade in a pass/fail structure. Workshop/Conference credit shall be granted on the basis of proof of attendance, indicating number of hours attended on the approved form.

Refer to Article XI-Professional Growth of the 2002-2005 Contract of Agreement between Simi Valley Unified School District and the California School Employees Association for further information.

<table>
<thead>
<tr>
<th>Course Title, Conference or Workshop Title</th>
<th>Dates of Work</th>
<th>Brief Description of Work Completed</th>
<th># of Units or Hours</th>
<th>Points Approved by Comm.</th>
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Committee Use Only

______ New Points Approved on This Application
______ Points Carried Over From Previous Application
______ Points Approved for Current Increment # _______
______ Points to Carry Forward to Next Increment

Professional Growth Chairperson ____________________________
Date ____________________

Distribution: White - Classified Personnel / Yellow - To Be Returned to Applicant / Pink - Retained by Applicant 2/06
SAMPLE APPLICATION
SIMI VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE PROFESSIONAL GROWTH COMMITTEE
APPLICATION FOR PROFESSIONAL GROWTH INCREMENT

Name ______________________ LAST, FIRST ______________________ School Year 2011 - 2012
Classification ___School Services Asst II_________________________ School/Dept. ___Simi Valley H.S._

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<td>Carry Over Points (previously approved)</td>
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<td>Total Points</td>
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<td>Less Points Approved for Current Increment</td>
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<td>Carry Forward Points (toward next increment)</td>
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Only courses listed on this application will be considered by the Professional Growth Committee.

Professional Growth Chairperson ______________________ Date ______________________

Distribution: White - Classified Personnel / Yellow - Return to Applicant / Pink - To Be Retained by Applicant
2/10