

9G9 Professional Development Program

9G9A Permanent Classified service staff members may enroll in a Professional Development Program which benefits the employees and the District.

9G9B Declaration of Plan/Program Completion forms shall be submitted to the appropriate classified Professional Development Committee prior to the commencement of the first (1st) day of the course. The committee may approve or deny the request and shall forward notice of its action to the employee within five (5) days of such action. Four (4) committees will be established; one (1) at each college campus and one (1) at the District Office.

9G9C Upon the completion of the requirements of the Professional Development Program, employees employed for twenty (20) or more hours per regular work week shall be compensated with a one thousand, two hundred dollars (\$1,200) one-time payment for fifteen (15) semester units of work. Employees employed for nineteen (19) or less hours per regular workweek (Limited Benefit Employees) shall be compensated with a one thousand dollars (\$1,000) one-time payment for fifteen (15) semester units of work.

9G9D A classified employee during the years of employment may earn a maximum of four (4) one thousand, two hundred dollars (\$1,200) or four (4) one thousand dollars (\$1,000) awards. *(Revised June 2, 2004)*

9G9E To be eligible for compensation, the employee must complete fifteen (15) semester units of approved collegiate course work or seminars, workshops, or clinics granting a certificate of completion with unit value equated at eighteen (18) hours of instruction per unit.

9G9E1 Payments will not be awarded for any activity for which released time from duties has been granted or for in-service training conducted during working hours.

9G9E2 Auditing of courses, credit for work experiences, internships, or credit by examination shall not be permitted under this program.

9G9E3 A grade of "C" or better must be attained in graded courses taken for professional development.

9G9E4 Professional development payment will be identified on, and become a permanent part of the classified employee's records.

9G9E5 Application for credit, securing transcripts, or other verification of course work will be the responsibility of the employee.

9G9E6 Compensation shall be made within thirty (30) days following completion of eligibility requirements and submission of appropriate paperwork to the Classified Human Resources Office by the employee.