PROFESSIONAL GROWTH ACTIVITIES OF CLASSIFIED EMPLOYEES

I. STATEMENT OF PURPOSE:

Classified employees constitute an integral part of the Santa Barbara Community College District and a significant portion of the total college staff. High levels of accomplishment of persons in classified positions are essential to the efficient and economical operations of the Santa Barbara Community College District. It is the policy of the Board of Trustees to employ the best qualified persons available for classified positions, and to require high standards of performance in classified assignments. The Board of Trustees therefore supports the concept of continuous, purposeful engagement of classified employees in study and related activities designed to retain and extend high standards of accomplishment on behalf of the students and citizens of the Santa Barbara Community College District.

II. TYPES OF PROFESSIONAL IMPROVEMENT ACTIVITIES

The Board of Trustees encourages classified employees to avail themselves of opportunities to improve their training, development, and on-the-job effectiveness through various types of the following professional growth activities, such as:

A. Orientation: Organized efforts on the part of the college district to establish good working relationships between the new employee and the college system. Orientation of new employees shall be required, and shall include information relating to:

- Obligations, rights and privileges of classified employment such as employment requirements, performance expectations, college district benefits and services for employees, and other related subjects.
- College district organization and operations, policies and procedures, and other related subjects.

B. In-Service Education: Activities designed to help the classified employee acquire the knowledge and skills necessary to do the job well, to promote safe working practices and procedures, to provide opportunity to learn better and more efficient ways of doing the job, to stimulate employees to reach and maintain acceptable levels of productivity and job effectiveness, and to improve employees' relations with students, other employees, and the public.

C. College Level and Continuing Education Coursework: Formal coursework at the college or continuing education level designed to provide the employee with additional or refined skills to improve job performance or general development.

D. Holding Elected Offices: Activities designed to expand an employee's involvement in both district and non-district affairs through recognition of leadership efforts.
III. POLICIES APPLICABLE TO VOLUNTARY PROFESSIONAL GROWTH

A. Professional growth increment plan

1. A total of four (4) professional growth cash bonus increments of $200.00 each (maximum of $800.00) may be achieved through voluntary participation in the following types of activities, subject to the conditions prescribed by this program, and approval by the Board of Trustees:

   a. **First Aid or safety instruction, CPR certificate** (required for first increment only).

   b. Credit courses taken in college, community college, or recognized trade schools.

   c. Continuing Education courses.

   d. In-service education activities.

   e. Holding elected office in organizations approved by the Professional Growth Board.

   f. Other recognized educational activities, such as seminars, workshops, training sessions, etc., subject to approval by the Professional Growth Board.

2. Fifteen professional growth points and evidence of satisfactory service shall be required for each professional growth increment. The points applicable toward the first professional growth increment shall be composed of the following types of activity credits:

   a. \( \frac{1}{2} \) point District orientation

   b. 1 point **First Aid Course, CPR certificate** approved by the Professional Growth Board.

   c. 6 to 8 points

      (1) Verified semester units earned in college, community college, in-service education activities, that are related to the employee's area of employment. One (1) quarter unit equals 2/3 semester unit.

      (2) Points earned in other professional growth activities approved by the Professional Growth Board.

   d. 6 to 8 points

      (1) Verified semester units earned in general education courses or course related to the employee's area of employment.

Total: 15 points - Total points required for first professional growth increment.
3. Subsequent increments will consist of:
   a. 6 to 8 points
      (1) Verified semester units earned in college, community college, in-service education activities, or continuing education courses that are related to the employee's area of employment. One (1) quarter unit equals 2/3 semester unit.
      (2) Points earned in other professional growth activities approved by the Professional Growth Board.
   b. 6 to 8 points
      (1) Verified semester units earned in general education courses or courses related to the employee's area of employment.

15 points - Total points for each additional increment.

B. Classified Employees Eligible to Earn Professional Growth Increments.

1. The term "regularly employed classified employee" shall include the following types of classified employees for purposes of determining eligibility to any professional growth increment: persons in classified service positions who are half (1/2) time or more and are in permanent status in the Santa Barbara Community College District.

C. General Rules and Regulations Concerning Professional Growth Increment(s)

1. Professional growth increments in the amount of $200.00 each, but not to exceed four (4) such increments in the amount of $800.00 per year, may be granted by the Board of Trustees to an eligible classified employee subject to the conditions set forth in this program.

2. Such increments shall be granted by the Board of Trustees twice per year following the October 1st and April 1st deadlines set by the Professional Growth Board. It is understood that the increment would be based on successful completion of the required 15 increment points.

3. Subsequent earned increments, not exceeding three, may be granted in the amount of $200.00 each. Such increments shall be in addition to previously earned increments.

4. Eligible part-time classified employees shall be paid a pro-rated portion of the professional growth increment for which they qualify in proportion to the time worked based on 8 hours a day and 40 hours a week.

5. No credit will be given for any professional growth activities prior to the employee's beginning date of employment.
6. If a classified employee who is being paid a professional growth increment terminates employment with the Santa Barbara Community College District for any reason and is subsequently reemployed in a classified position, s/he shall not automatically be entitled upon such reemployment to credit or payment for any professional growth increments to which s/he may previously have been entitled. Determination as to what credit will or will not be given will be made by the Professional Growth Board.

7. Records concerning the Professional Growth Program shall be maintained by the Personnel Department.

D. Activities For Which Professional Growth Increment Points May Be Earned:

1. Subject to approval by the Professional Growth Board, increment points may be earned in the following types of professional growth activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Increment Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. District Orientation required for initial increment only.</td>
<td>1/2 1 point.</td>
</tr>
<tr>
<td>b. First Aid Course, CPR approved by Professional Growth Board, required for initial increment only.</td>
<td>1 point. for 16-20 hours of programmed participation.</td>
</tr>
<tr>
<td>c. Accredited college, community or recognized trade school courses approved by Professional Growth Board. See Recommended Course List Guide.</td>
<td>Units granted for satisfactory completion of course, passing grade required or certificate of attendance from the instructor or other authorized person.</td>
</tr>
</tbody>
</table>

**NOTE:** Quarter units/course will be converted to semester units on basis of two (2) semester units for each three (3) quarter units or major fraction thereof earned in a quarter course. 

1 increment point = 1 semester unit

2. Continuing Education Courses Approved by Professional Growth Board:

   (1) Graded courses | Units granted for satisfactory completion of course, passing grade required or certificate of attendance from the instructor or other authorized person. 

   continues...
(2) **Ungraded Courses:** Other classes: Subject to the instructor's statement that the course has been satisfactorily completed by the candidate, increment points may be earned as follows for ungraded courses:

<table>
<thead>
<tr>
<th>Total hours of instruction</th>
<th>Maximum unexcused absences allowable</th>
<th>Increment points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - 15 hours</td>
<td>None</td>
<td>1/2-point</td>
</tr>
<tr>
<td>16 - 20 hours</td>
<td>4 hours</td>
<td>1 point</td>
</tr>
<tr>
<td>21 - 30 hours</td>
<td>8 hours</td>
<td>1 1/2 points</td>
</tr>
<tr>
<td>31 - 40 hours</td>
<td>2</td>
<td>2 points</td>
</tr>
<tr>
<td>41 - 50 hours</td>
<td>16 hours</td>
<td>2 1/2 points</td>
</tr>
<tr>
<td>51 or more</td>
<td>2</td>
<td>3 points</td>
</tr>
</tbody>
</table>

To qualify for points, a course/class/seminar must be a minimum of 4 hours. Any course under 4 hours does not count towards an increment. Course exceeding 16 hours will be calculated by total number of hours; i.e., one 24-hour course would be entitled to 1 1/2 points.

e. **Approved in-service education activities related to employee’s area of employment.**

   Increment Points

   (1) Institutes, lectures, seminars, and workshops, approved by the Professional Growth Board. 1 point for 20 hours programmed attendance same as above

f. **Leadership activities:** One (1) full term of office as an elected or appointed officer, or as a member of an active standing committee (credit for leadership roles limited to two organizations a year);

   (1) County, State, and National educational organizations approved by State Board of Education. 3 points/term of office.

   (2) Professional organizations approved by Professional Growth Board. 2 points/ term of office.

g. **Conduct of approved in-service training or in-service education session for which services as organizer, leader, speaker or consultant are recognized, but for which no salary, fee, or compensation are paid by the district.** 2 points for 10 hours including preparation and follow-up activities.
g. PGB will always entertain requests for consideration of work related activities specifically not listed in this book.

2. Courses for professional growth increment points may not be repeated unless advance permission is given by the Professional Growth Board.

3. Increment points earned while in probationary status may be applied toward the first professional growth increment provided the points earned are in compliance with this program.

4. College and junior college course work must be verified by official transcript. All other work must be verified by official verification acceptable to the Professional Growth Board.

E. Points Earned During First Two Years and Excess Points:

1. No increment points earned prior to two years before the application date may be applied toward professional growth increments.

2. If more than the necessary number of points are earned for any of the professional growth increments, the excess number may be carried over to the next succeeding increment.

IV. PROFESSIONAL GROWTH BOARD

A. Membership: The Professional Growth Board shall consist of six (6) classified employees, and the Assistant Personnel Director as advisor and ex officio member. Classified employees from the following four groups are elected by majority vote of the employees assigned to positions in each indicated group:

<table>
<thead>
<tr>
<th>Group</th>
<th>Job Series</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Accounting</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Ass't. Stu. Body</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clerical/Secretarial</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Data Processing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Para-Professional Production</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td>Maint./Oper.</td>
<td>1</td>
</tr>
<tr>
<td>#4</td>
<td>Mgmt./Superv./Confid.</td>
<td>4-2</td>
</tr>
<tr>
<td>#5</td>
<td>Members at Large</td>
<td>2</td>
</tr>
</tbody>
</table>

The Assistant Personnel Director shall have a voice but not a vote in Board deliberations.

B. Elections: Election of Board members shall be conducted by the Assistant Personnel Director.
C. Terms of Office: The term of office of Board members shall be for two years. Members may be elected to succeed themselves for not to exceed one additional term of two years. A member missing more than two consecutive meetings may be replaced by Board appointment.

D. Vacancies: A vacancy shall be filled for the balance of the unexpired term by a majority vote of the Board.

E. Duties and Functions: The duties of the Board shall be to:

1) Elect a Chairperson each year.

2) Evaluate and make recommendations on policies and procedures to implement the professional growth program.

3) Establish a meeting schedule and procedures for the conduct of Board business.

4) Review and approve or disapprove employees' applications for credit and increments.

5) Make recommendations to the Board of Trustees on granting professional growth increments.

6) Conduct survey and present to Board of Trustees, each Spring, the Outstanding Classified Employee of the Year. Outstanding Employee is entitled to a one-time only bonus of $200.00.

7) Plan classified in-service workshops/seminars.

V. RESPONSIBILITY OF INDIVIDUAL CLASSIFIED EMPLOYEE

In order to qualify for any professional growth increment, it shall be the responsibility of the individual classified employee to submit all information and forms prescribed as necessary by the Professional Growth Board. Said information shall include but not be limited to the following:

A. Declaration of Intent/Application to participate in the voluntary professional growth program.

B. Verification satisfactory to the Professional Growth Board that he/she has satisfactorily completed course work and/or other activities applicable to the Professional Growth increment.

NOTE: The Personnel Department and/or Professional Growth Board will not be responsible for verification of any increment points earned. This is the sole responsibility of the employee.

Mw/sw
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SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PROFESSIONAL GROWTH PROGRAM
District Orientation

5 Sessions @ 2 hours each:

<table>
<thead>
<tr>
<th>SESSION</th>
<th>SUBJECT</th>
<th>MINUTES</th>
</tr>
</thead>
</table>
| #1      | Overview—Superintendent/President  
          District Organization—Personnel Department  
          Human Relations—TBA | 30- |
| #1      | Overview—Superintendent/President  
          District Organization and Personnel Policies/Benefits—  
          Personnel Department | 45- |
| #2      | Personnel Policies and Benefits—Personnel Department  
          District Finance—TBA | 60- |
| #2      | District tour: Main campus and satellite campuses—  
          College Information Officer | 60- |
| #3      | Instruction—Dean of Instruction/Dean of Continuing Education | 120- |
| #3      | Intra campus Orientation—Professional Growth Members  
          (including such offices as: Health, Instruction, Student Services,  
          Business offices, etc.) | 120- |
| #4      | Special Services—Dean of Student Services | 120- |
| #5      | District Tour—College Information Officer | 120- |