Santa Barbara City College

 Classified Council

 and

 Professional Growth Program

Revised March 1994
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CLASSIFIED COUNCIL

Membership - The Classified Council shall consist of eleven (11) classified employees, and the Classified Personnel Director as Advisor and Ex-Officio Member. Classified employees from the following five groups are elected by majority vote of the employees assigned to positions in each indicated group, and CSEA will be responsible for the CSEA representatives:

<table>
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<tr>
<th>GROUP</th>
<th>JOB SERIES</th>
<th>NUMBER</th>
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<tbody>
<tr>
<td>#1</td>
<td>Accounting, Clerical/Secretarial</td>
<td>2</td>
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<td>#2</td>
<td>Data Processing, Para-professional, Production</td>
<td>2</td>
</tr>
<tr>
<td>#3</td>
<td>Maintenance/Operations</td>
<td>1</td>
</tr>
<tr>
<td>#4</td>
<td>Management/Supervisory/Confidential</td>
<td>2</td>
</tr>
<tr>
<td>#5</td>
<td>Members at Large</td>
<td>2</td>
</tr>
<tr>
<td>#6</td>
<td>CSEA Representatives</td>
<td>2</td>
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The Classified Personnel Director shall have a voice but not a vote in the Council deliberations.

Elections - Election of Council members, with the exception of the CSEA representatives, shall be conducted by the Classified Personnel Director.

Terms of Office - The term of office of Council members shall be for two years. Members may elect to succeed themselves for a period not to exceed an additional term of two years. A member missing more than two consecutive meetings may be replaced by Council appointment.

Vacancies - A vacancy shall be filled for the balance of the unexpired term by a majority vote of the Council.

Structure of the Classified Council - The eleven members and the Classified Personnel Director shall:

- Elect a Chairperson each year. The Chairperson will receive a stipend of $250 per year.
- Elect one member to serve as Secretary and one member as the Newsletter Editor/Coordinator.
Duties and Functions - The duties of the Council shall be:

- Evaluate and make recommendations on policies and procedures to implement the Professional Growth Program.
  - Review and approve/deny employee's applications for credit and increments.
  - Make recommendations to the Board of Trustees on granting Professional Growth Increments.

- The Council will act as a structure for classified employee participation in governance (i.e. Classified representation on selected College committees, Employee Suggestion Program).

- The Council Chairperson or designee will present reports at the Board of Trustees and College Council meetings as deemed appropriate.

- The Council will plan and implement the Classified In-Service workshops and seminars, assist in the planning of a staff development program.

- The Council will make recommendations to the Board of Trustees each Spring for the Outstanding Classified Employee of the Year. The Outstanding Employee is entitled to a one-time bonus of $300.00 and will receive recognition by having their name placed on a plaque displayed in the Administration Building foyer. No more than four Honorable Mentions will be presented to the Board, each receiving a one-time bonus of $50.00.

- The Council will establish a meeting schedule and procedures for the conduct of Council business.

- The Council will publish a Classified Newsletter.
THE PROFESSIONAL GROWTH PROGRAM

What is the Professional Growth Program? - An incentive program for all Classified service employees to improve professionally through various educational and other approved activities.

What's the Incentive? - Cash bonuses of $250 per year for each increment of 15 points up to four increments per year ($1,000). These bonuses continue annually for as long as you are a Classified service employee with the District!

Who is Eligible? - All regular Classified service employees who have been employed by the District for two years or more working at least half-time (20 or more hours per week). Any coursework and activities completed during your first two years of District employment may be counted toward an increment, providing they are approved by the Classified Council.

How Do I Sign Up? - Two forms are necessary:

(1) Employee Declaration of Intent and
(2) Employee Plan for Professional Growth.

Samples can be found at the back of this booklet and forms are also available in the Personnel Department. Verification of successful completion of coursework is required.

Where Can I Find Out More? - Contact the Personnel Department (extension 2258) for more detailed information.

CHECKLIST FOR INCREMENTS

[ ] Complete the "Declaration of Intent"

[ ] Complete the "Employee's Plan for Professional Growth"

[ ] Supply verification of successful completion of coursework and/or other activities (Submit CPR card to Personnel for the first increment only*)

[ ] Provide all the items on this checklist to Personnel by April 1st or October 1st

(For future increments, submit verification of successful completion of coursework and/or activity by April 1st or October 1st)

*It is suggested that you contact the American Red Cross, SBCC Student Health Services Office, or the SBCC Athletics Department or local hospitals regarding CPR Courses.
PROFESSIONAL GROWTH ACTIVITIES OF CLASSIFIED EMPLOYEES

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 position 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.

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 the following professional growth activities:

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 employee's relations with students, other employees, and the public.

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.

Holding Elected Offices - Activities designed to expand an employee’s involvement both in District and non-District affairs through recognition of leadership efforts.
THE PROFESSIONAL GROWTH INCREMENT PLAN

A total of four professional growth cash bonus increments of $250.00 each (maximum of $1,000) may be achieved through voluntary participation in the following types of activities, subject to the approval of the Classified Council and the Board of Trustees:

- CPR certificate (required for the first increment only)
- Credit courses taken in college, community college, or recognized trade schools
- Continuing Education courses
- In-service education activities
- Elected office in an approved organization
- Approved seminars, workshops, training sessions, etc.

Fifteen professional growth points and evidence of successful completion of coursework and/or activity shall be required for each increment.

WHO IS ELIGIBLE? - 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-time (working 20 hours or more per week) and are in permanent status in the Santa Barbara Community College District.

General Rules and Regulations Concerning Professional Growth Increments - Professional Growth Increments in the amount of $250.00 each may be granted by the Board of Trustees to an eligible classified employee subject to the conditions set forth in this program. Total increments shall not exceed four per year, for a total of $1,000.00.

Such increments shall be granted by the Board of Trustees twice per year following the October 1st and April 1st deadlines set by the Classified Council. It is understood that the increment will be based on successful completion of requirements.

Eligible part-time classified employees shall be paid a pro-rated portion of the professional growth increment for which they qualify, proportionate to the time worked based on an 8-hour day, 40-hour work week.

A certificate of CPR completion must be earned in order to receive your first professional growth increment. To qualify for points, a course, class or seminar must be a minimum of 4 hours. No credit will be given for any professional growth activities completed prior to the employee's beginning date of employment with the District.
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 re-employed in a classified position, he or she will not automatically be entitled upon such re-employment to credit or payment for any professional growth increments to which he or she may previously have been entitled. Determination of entitlement upon re-employment shall be made by the Classified Council.

Records pertaining to the Professional Growth Program shall be maintained by the Personnel Department. It is the sole responsibility of the employee to submit the required forms and documentation/verification of activities pertaining to the Professional Growth Increment Program.

**HOW PROFESSIONAL GROWTH INCREMENTS ARE EARNED**

1. **Activity**
   
a. **CPR Certificate** (1 point).
   
   • For future increments, credit will be given for recertification based upon total number of hours of instruction.

b. **District Orientation** (1 point - one time only)

c. **Credit Courses** - courses taken at an accredited college, community college or recognized trade school. (One semester unit equals one increment point. One quarter unit is equal to 2/3 increment point).
   
   • Audited Classes - If taken for audit, up to half credit may be granted subject to approval by Classified Council. The following must be provided by the employee:
     
     - Justification as to how this is job or career related.
     
     - Employee is responsible for verification of attendance by instructor (form available in Personnel).

d. **Continuing Education Courses** - Must be related to current job or future job assignments. Justification and verification of attendance must be submitted (forms available in Personnel).
   
   • Continuing Education Courses/In-Services/Seminars credit given as follows:
<table>
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<tr>
<th>Instructional Hours</th>
<th>Increment Points</th>
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<tbody>
<tr>
<td>4</td>
<td>.25</td>
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<tr>
<td>8</td>
<td>.50</td>
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<tr>
<td>16*</td>
<td>1.00</td>
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*Courses exceeding 16 hours will be calculated by the total number of hours (i.e. a 24-hour course would equal 1.5 points)

e. **Classified In-Service Education Activities** (which are in compliance with the Professional Growth Program). A certificate of completion will be required for verification. See above formula of instructional hours/increment point to determine how credit is granted.

f. **Leadership Activities.** You must serve one full term as an active member or elected/appointed official (limited to two organizations per year). A written letter of service from an officer of the organization is required for verification. All leadership activities submitted are subject to approval by Classified Council.

- County, State and National educational organizations approved by the State Board of Education (3 points)
- Professional/Campus/Community organizations (2 points)
- Committee membership (1 point/term of office)

g. **Other.** The Classified Council will always review requests for consideration of work-related activities not specifically listed in this booklet on a case-by-case basis.

2. Courses may not be repeated unless advanced permission is granted by the Classified Council. (This does not apply to CPR recertification courses for which credit will be given.)

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

4. University and Community College coursework must be verified by official transcript. All other work must be verified as previously stated.
NOTE:

- Credit for involvement in Professional/Community organizations must be approved by Classified Council.
- Courses taken prior to the employee's date of employment with the District will NOT apply toward Professional Growth Increments. Courses taken during the first two years of employment will be credited as outlined in this booklet.
- The CPR Certificate must be earned before credit is given for the initial Professional Growth Increment.
- A course, class, or seminar must be a minimum of 4 hours in order to be counted toward an increment.

HOW DO I RECEIVE PAYMENT FOR THE PROFESSIONAL GROWTH INCREMENTS?

Professional Growth Increments Requests are evaluated twice a year, in April and in October, by Classified Council.

Requests reviewed in April are payable in the following fiscal year, which begins July 1st. There are three payment options available to you:

- To receive ten equal payments from September to June
- To receive two equal payments in December and June
- To receive one lump sum payment in June of the following year

You will receive a memo in May of each year asking you to select one of the three payment options available. If you do not respond to the memo, Payroll will pay you under Option 3.

Requests reviewed in October are considered mid-year increments, because they are reviewed in the middle of the fiscal year. A mid-year increment is half of the usual amount (i.e. $125.00 rather than $250.00) and is payable in June of the following year.

In subsequent fiscal years, you will be granted the full professional growth increment amount. You will receive a memo in May of each year asking you to select one of the three payment options as outlined above.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PROFESSIONAL GROWTH PROGRAM

EMPLOYEE DECLARATION OF INTENT/APPLICATION

TO: Classified Council

FROM: ___________________________________________ (Employee Name)

__________________________________________ (Title)

____________________________________________ (Employment Date)

[ ] Full-Time [ ] Part-Time [ ] Other

I hereby submit my intent/application for participation in the District’s Professional Growth Program. I understand that I must meet the following conditions in order to qualify for professional growth increments:

1. I must be a permanent classified service employee, working 20 hours or more per week, and employed with the District for at least two years before I am eligible to apply for Professional Growth Increments.

2. I must complete 15 points, according to the Professional Growth Program and acceptable to the Classified Council, in order to receive any increment.

3. All coursework and other professional growth activities must be verified by official transcripts, certificate of attendance or completion, or letters. These must be acceptable to the Classified Council.

4. It is my responsibility to be aware of and comply with all of the program’s requirements and to provide acceptable verification to the Classified Council of all courses and activities submitted for professional growth points.

__________________________________________ | _______________________
Employee’s Signature                        Date
TO: Classified Council

FROM: ____________________________  (Employee Name)

_______________________________  (Title)

_______________________________  (Employment Date)

I request that the following courses/activities be counted toward my:

[ ] First Increment              [ ] Third Increment
[ ] Second Increment             [ ] Fourth Increment

<table>
<thead>
<tr>
<th>Course, In-Service Education or Leadership Activity Completed</th>
<th>Code*</th>
<th>Date(s)</th>
<th>Units/Points</th>
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*C = Credit; N = Non-credit; L = Leadership

OVER
It is the responsibility of the employee to provide and attach to this form the following documentation:

1. Verification form
2. Justification statement

Forms are available in the Personnel Office, SS-230.
VERIFICATION OF ATTENDANCE

Date:

This will verify that _________________________ attended the class/seminar listed below on __________ for a total of __________ hours.

Course Title: ______________________________________

Instructor's Signature: ________________________________

Instructor's Printed Name: ____________________________

Sponsored by: ______________________________________

NOTE TO EMPLOYEE: Attach the following and submit to Classified Council:

___ Statement how attending the above class/seminar enhanced your job effectiveness or career goals.

___ Copy of Travel & Conference form if applicable.

___ Copy of cover sheet of seminar workbook if applicable.

c:veratt