



## **What is the Professional Growth Incentive Program?**

The Professional Growth Incentive Program is designed to support all permanent classified service and confidential employees interested in improving professionally by participating in formal education opportunities and other approved training activities.

## **Who is eligible to participate in the Professional Growth Incentive Program?**

Eligibility to participate is limited to classified service and confidential employees. Eligibility to apply for increments requires that you be a permanent classified or permanent confidential employee, working a minimum of 20 hours per week. Employees who are in their initial probationary period are not eligible to apply for increments until achieving permanency with the District.

## **What is the Professional Growth Incentive?**

The professional growth incentive is a cash bonus of \$250 per year for each increment of 12 points, up to a maximum of eight increments per year (\$2,000). These bonuses continue annually for as long as you are a classified service or confidential employee with SBCC.

## **Guidelines**

- 1) The Board of Trustees may grant professional growth salary increments in the amount of \$250 per increment to an eligible classified employee subject to the conditions set forth in this program. Total increments shall not exceed eight (8), for a total of \$2,000. If all the criteria are met, all eight (8) increments may be earned in one year.
- 2) Twice per year, following the April and October deadlines set by Human Resources, the Board of Trustees shall grant such increments. It is understood that the increment will be based on successful completion of the incentive program requirements.
- 3) 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 a 40-hour workweek (e.g. 50% for a half-time employee).
- 4) No credit will be given for any professional growth activities completed prior to the employee's beginning date of employment with the District. Any coursework and activities completed during the first year of employment may be counted toward an increment, providing all criteria outlined are met.
- 5) If a classified employee who is being paid a professional growth increment separates from employment with SBCC in good standing, and is subsequently reinstated in a classified position within 39 months, they will be entitled upon such reinstatement to credit for any professional growth increments to which they may previously have been entitled.

- 6) The Human Resources Department shall maintain records pertaining to the Professional Growth Incentive Program. It is the sole responsibility of the employee to submit in a timely manner the required forms and documentation / verification of activities pertaining to the Professional Growth Incentive Program.

### **How are Professional Growth Increments Earned?**

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

#### ***Increments 1 – 8: Acceptable Activities*** (8<sup>th</sup> Increment effective January 1, 2013)

##### **District Orientation** (1 point – one-time only)

All new classified employees attend this orientation when hired. **The employee is responsible for recording this on the increment worksheet (B-1).**

##### **CPR Certificate**

If certification is completed and used as part of the first increment, one (1) point will be awarded.

CPR re-certification is based upon total number of hours of instruction.

##### **Credit Courses**

Credit courses **MUST** be taken at an accredited college, community college, or recognized trade school. These courses are designed to provide the employee with additional or refined skills to improve job performance and general development. Courses taken at SBCC are eligible for professional growth consideration.

A maximum of two (2) PE credits will be approved.

An official transcript must verify college credit coursework. However, an unofficial transcript is acceptable for SBCC courses.

One SEMESTER unit equals one increment point. One QUARTER unit equals 2/3 increment point. (E.g. 3 quarter units =  $3 \times 2 / 3 = 2$  points)

**290** work experience courses do not count for professional growth.

##### **Continuing Education**

Includes courses required for vocational licenses and license renewals.

### **Fall/Spring Kick-off Activities**

These activities are sponsored by the District. These activities are 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 the opportunity to learn better and more efficient ways of doing the job, to stimulate greater levels of productivity and job effectiveness, and to improve relationships with students, other employees and the public. Participants will be required to sign an attendance roster at the completion of the activity. **The employee is responsible for recording In-Service education activities on the increment worksheet (B-1); participants may only go back three (3) years from the date application is submitted.**

### **Leadership Activities**

Leadership activities are designed to expand an employee's involvement both in District and non-District affairs through recognition of leadership efforts. The employee **must serve one full year** 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.

County, State and National educational organizations (3 points) Approved by the State Board of Education

Professional / City organizations (2 points) Credit involvement must be approved.

SBCC Committee membership (1 point) Credit **is not given** if committee membership is required as a part of the employee's job responsibility.

SBCC shared governance committee participation is acceptable. For committee membership to be eligible for consideration, the minimum duration of this service is one year.

### **Banner training or any software training required for job**

Credit will be given for Banner training or any software training. Training includes standard navigation training and department specific training. **The employee is responsible for providing a Verification of Attendance form (C-1).**

### **SBCC presentations including guest speakers/faculty lectures, etc.**

Attendance to these presentations count as hours towards professional growth. The employee is responsible for providing a Verification of Attendance form.

### **Vision Resources Center (formerly LinkedIn Learning)**

Courses completed through the Vision Resource Center are eligible for professional growth hours. Must supply the certificate/transcript showing completion. The link is available through your Pipeline account under Employee tab under Resources.

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**Note:** Courses may not be repeated for professional growth credit unless permission is obtained in advance. This does not apply to CPR re-certification courses for which credit will be given.

**Note:** Requests for consideration of work-related activities not specifically listed in this booklet will be reviewed on a case-by-case basis.

### Other related programs

The District encourages participation in the following activities, most of which qualify toward the Professional Growth Incentive Program.

#### The SBCC Employee Career Success and Satisfaction Program

This program requires Managers and Supervisors to develop a plan for all of their classified employees to acquire and enhance the necessary skills for each position. Most of the training sessions and courses can be directly applied to the Professional Growth Incentive Program. Managers and Supervisors will formulate these training plans with their staff as part of the performance review discussions during the probationary period.

#### Career Skills Institute Courses

Employees need to get permission from their supervisor in order to receive release time to attend these classes. A schedule is sent out campus wide from the Career Skills Institute with the schedule of upcoming classes that will be offered.

## **What is the Professional Growth Incentive Payment Schedule?**

Increment applications are reviewed twice each year, in April and October. If your application is approved in April, incentives will begin with the July paycheck. If your application is approved in October, incentives will begin with the January paycheck.

### **How to Apply**

- 1) For the first increment only, complete and submit the Declaration of Intent / Application (A-1)
- 2) Complete and submit the Employee Incentive Worksheet (B-1)
- 3) Submit sufficient verification of coursework and / or other activities.
- 4) Complete and submit the Verification of Attendance form if certificate of completion is not available. (C-1)
- 5) Provide all the items on this checklist to Human Resources in April or in October, the deadline for submission is announced by Human Resources. Verification for classes in-progress that are submitted in April, but not completed by the April deadline, must be submitted to Human Resources by June 10<sup>th</sup> for consideration for July payment.

***If documentation submitted for consideration is incomplete, all paperwork will be returned to the employee. The request will not be processed at that time. Human Resources does not retain incomplete files.***