

1 **ARTICLE 6 - Professional Growth**

2
3 A. Eligibility

- 4
- 5 1. Credit for professional growth consideration will be limited to:
- 6
- 7 a) Permanent Unit Members
- 8
- 9 b) Unit Members whose last or most current annual evaluation indicates
- 10 ratings of "Meets" or "Exceeds Expectations" in all areas at the time the
- 11 Unit member applies for the program.
- 12
- 13 c) Unit Members whose last or most current annual evaluation indicates
- 14 ratings of "Meets" or "Exceeds Expectations" in all areas on the first day of
- 15 the course or activity.
- 16

17 B. Application

- 18
- 19 1. After certification by the Director of Personnel that the Unit Member satisfies
- 20 the eligibility requirements of Section A above, a Unit Member may enroll in
- 21 any pre-approved courses or activities without prior approval. Credit shall be
- 22 granted for completion of the courses pursuant to Section A above and Section
- 23 D below.
- 24
- 25 2. Unit Members who wish to enroll in classes not on the pre-approved list shall
- 26 make application for approval to the Director of Personnel. Such courses must
- 27 be submitted for approval prior to the convening of the first class of the course.
- 28 Under extenuating circumstances, these timelines may be waived by the
- 29 District. After consulting with the Unit Member's immediate supervisor, the
- 30 Director of Personnel shall approve or disapprove the request within ten (10)
- 31 days after receipt. The list of pre-approved courses/activities may be found in
- 32 the "Business Forms" section of this contract.
- 33

34 C. Increment Requirements

- 35
- 36 1. The first or initial increment (units of credit) shall consist of fifteen (15) units.
- 37
- 38 2. Additional increments may be awarded every two (2) years thereafter
- 39 provided:
- 40
- 41 a) Each additional increment consists of fifteen (15) units. These units
- 42 must not have been applied to any prior stipend.

1 **ARTICLE 6 – Professional Growth (Continued)**

- 2
- 3 3. Any units in excess of the fifteen (15) needed to qualify for each increment
- 4 will be credited for use in qualifying for succeeding increments.
- 5
- 6 4. All units of credit submitted for increment consideration shall be completed
- 7 prior to September first (1st) of the year in which the increment consideration
- 8 is requested and shall be considered only if the Unit Member has completed
- 9 the coursework/assignment in a satisfactory manner (grade level of "C" or
- 10 better). Verification of units of credit is the responsibility of the Unit Member
- 11 and shall be submitted on the District Professional Growth Credit form, found
- 12 in the "Business Forms" section of this contract, as soon as possible after the
- 13 course/activity is completed. Appropriate verification must be received by the
- 14 Personnel Office prior to October first (1st) for the credit to be applied toward
- 15 a professional growth stipend received in November or December of that year.

16

17 **D. Granting Credit**

- 18
- 19 1. Units of credit may be earned by:
- 20
- 21 a) Successfully completing coursework in an accredited community college,
- 22 college or university. The number of units awarded shall depend upon the
- 23 number of semester units granted for coursework. One (1) professional
- 24 growth unit shall be awarded for each one (1) semester unit earned.
- 25 Quarter units are valued at two thirds (.667) of semester units.
- 26
- 27 b) Successfully completing coursework in an accredited trade school [one (1)
- 28 professional growth unit shall be awarded for each semester course
- 29 completed or for each one (1) semester unit earned].
- 30
- 31 c) Attendance at in-service training programs [one (1) professional growth
- 32 unit shall be awarded for fifteen (15) clock hours, or nine hundred (900)
- 33 minutes, total time].
- 34
- 35 d) Red Cross First Aid or CPR course, verified by certificate of completion
- 36 [one (1) professional growth unit shall be granted].
- 37
- 38 e) Service in a leadership role in a professional organization, such as an
- 39 elected officer, chair of a committee or an official representative of an
- 40 organization related to the Unit Member's profession or classification. The
- 41 leadership role must be directly related to charting, planning or forming
- 42 professional policies, positions or directions for the organization to pursue.
- 43 One (1) unit of credit per year of service shall be granted.

1 **ARTICLE 6 – Professional Growth (Continued)**

- 2
3 2. Credit shall not be granted for institutes, lectures, conventions, seminars,
4 workshops, etc., if the Unit Member attends or participates during the working
5 day and/or if the Unit Member is paid for other services at the same time.

6
7 E. Stipend

- 8
9 1. Payment for the approved professional growth first or initial increment
10 shall be three hundred dollars (\$300.00) annually, plus one hundred fifty
11 dollars (\$150.00) annually for each approved increment earned thereafter.
12
13 2. The above stipend shall be paid to Unit Members in a lump sum (minus normal
14 deductions) in November or December of each year, or as soon thereafter as
15 practicable.

16
17 F. Professional Growth Committee

- 18
19 1. A Professional Growth Committee shall be appointed to consider enrollment
20 for credit in courses or activities that are not on the pre-approved list and
21 which have been denied approval by the Director of Personnel. The Director
22 of Personnel shall appoint two (2) committee members and the Association
23 shall appoint two (2) committee members.
24
25 2. The Professional Growth Committee shall function as an appeal
26 board. The Director of Personnel shall call a meeting of the Committee, as
27 soon as practicable, any time there appears to be justification to deny a Unit
28 Member's application for professional growth credit. The Director of
29 Personnel shall present the justification for denial of credit to the Committee
30 and the Committee shall make the final decision to deny or award the credit to
31 the Unit Member. In the event of a tie, the Superintendent or designee shall
32 render the final decision. The decision shall be communicated to the Unit
33 Member, in writing, as soon as practicable.

HESPERIA UNIFIED SCHOOL DISTRICT

Classified Professional Growth Application

Name: _____ Site/Dept: _____

Classification: _____ Date: _____

This application must be completed in accordance to Article 6, "Professional Growth" section, contained in the current Contract Agreement between Hesperia Unified School District and California School Employees Association, Chapter #684. After certification by the Director of Personnel that the Unit Member satisfies the eligibility requirements of Section A, a permanent Unit Member may enroll in pre-approved courses/activities provided the courses/activities are applicable to the Unit Member's classification in the Hesperia Unified School District. Unit Members who wish to enroll in classes not on the pre-approved list shall make application for approval to the Director of Personnel prior to the convening of the first class of the courses/activities. Under extenuating circumstances, these timelines may be waived by the District.

I am requesting Professional Growth consideration for credit for the pre-approved courses/activities to be applied towards my Professional Growth units.

~~~~~  
Accredited Community College,  
College or University: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_

# of Semester Units: \_\_\_\_\_ # of Quarter Units: \_\_\_\_\_

Date of Course: \_\_\_\_\_ Summer: \_\_\_ Fall: \_\_\_ Winter: \_\_\_ Spring: \_\_\_

~~~~~  
Accredited Trade School: _____

City: _____ State: _____

Coursework Title: _____ Coursework #: _____

Date of Coursework: _____ Completion Date: _____

~~~~~  
Title of Insvc/Wkshp: \_\_\_\_\_ Date Held: \_\_\_\_\_

Site of Insvc/Wkshp: \_\_\_\_\_ # Hrs: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

~~~~~  
Title of Office Held: _____ Organization: _____

City: _____ State: _____

Date of Office Held: _____

~~~~~  
Red Cross: \_\_\_\_\_ First Aid: \_\_\_\_\_ CPR: \_\_\_\_\_ Date: \_\_\_\_\_

### PERSONNEL SERVICES USE ONLY

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

\_\_\_\_\_  
Director, Personnel

~~~~~  
Total # of Units Approved-Semester: _____ (With proof of completion with grade)

Total # of Units Approved-Quarter: _____ (With proof of completion with grade)

Total # of Hrs Approved-Insvc/Wkshp: _____ (With proof of completion)

Total # of Units Approved-CPR ___ First Aid: _____ (With proof of completion)

HESPERIA UNIFIED SCHOOL DISTRICT

Classified Professional Growth Credit Form

Credit for Professional Growth will be granted, according to the current classified contract, when the required documents* for class, inservice/workshop, office held and if previously approved by the Director of Personnel.

1. *College transcripts.
2. Certificate of satisfactory completion – final grade.
3. Letter from professional or civic organization indicating office held and dates of services.
4. Inservices/Workshops presented by Hesperia Unified School District – please sign in at time of inservice.

“All units of credits submitted for increment consideration shall be completed prior to September first (1st) of the year in which the increment consideration is requested and shall be considered only if the Unit Member has completed the coursework/assignment in a satisfactory manner (grade level of “C” or better).

Verification of units of credit is the responsibility of the Unit Member and shall be submitted on the District Professional Growth Credit form, as soon as possible after the course/activity is completed. Appropriate verification must be received by the Personnel Office prior to October first (1st) for the credit to be applied toward a professional growth stipend received in November or December of that year.

List Course Name and Number, Inservice/Workshop, Office Held Submitted for Stipend Request	Date of Completion Hours Requested	No. of Units/Hours	No. of Units/Hours Verified

 Units Member’s Signature

 Date

~~~~~  
**PERSONNEL SERVICES USE ONLY**  
 ~~~~~

Previously Approved: ___ Yes ___ No

Total Units Earned: _____

Not Previously Approved: ___ Yes ___ No

 Director, Personnel