

## **CLASSIFIED PROFESSIONAL GROWTH AWARD PROGRAM POLICY AND PROCEDURES**

**POLICY:** It is the intent of the Berkeley Unified School District to promote individual employee growth and development through a monetary award system that rewards **permanent** employees who successfully complete academic or job-related class work.

**ELIGIBLE COURSES:** Any job-related or college or adult school course for which college or adult school academic credit or job-related CEU's are granted. Courses taken not in compliance with this policy and procedure are **ineligible** for professional growth awards. Courses paid for by the District or taken on District time are **ineligible** for professional growth awards.

**PROFESSIONAL GROWTH AWARDS:** A professional growth award will be granted to the employee upon completion of nine semester units (13.5 quarter units) of eligible course work. Each quarter unit is worth .667 semester units. Employees may earn a maximum of seven professional growth awards. 16 hours equals 1 unit. 144 hours of instruction equals 9 units.

**PROCEDURES:** Employees wishing to accumulate credit toward professional growth award credits should:

### **Prior to course enrollment:**

Not less than two weeks prior to the start date of the course, complete and submit to the Personnel Office the form **REQUEST FOR COURSE APPROVAL**.

A Personnel Services staff member will review the form and either approve or disapprove the request for professional growth credit for the course(s) listed.

If Personnel Services staff disapprove the **REQUEST**, the employee may appeal that decision to the **Professional Growth Appeals Committee**.

The **Appeals Committee** will consist of three Union appointees and three classified management employees. A majority vote is required to overturn the decision of the Personnel Services staff member regarding course appropriateness.

### **Upon course completion:**

To be considered "complete" the course grade must be a "C" or greater, or a "pass" in a pass/no-pass situation.

When nine semester or 13.5 quarter units have been completed, the employee shall submit to the Personnel Office transcripts, where available, or other proof of course completion and grades received.

## **AWARD EFFECTIVE DATE**

For twelve-month employees, Professional Growth Awards will be effective the first month following course completion, so long as required proofs are submitted by the first of that month.

For employees working fewer than twelve months per year, the award will be effective the next working month, so long as the required proofs are submitted by the first of that month.