

OCEAN VIEW SCHOOL DISTRICT

CLASSIFIED PROFESSIONAL GROWTH PROGRAM

PERSONNEL COMMISSION

17200 Pinehurst Lane
Huntington Beach, CA 92647
714-847-2551 Ext. 1404



CLASSIFIED PROFESSIONAL GROWTH PROGRAM OF OCEAN VIEW SCHOOL DISTRICT

The intent of the Professional Growth Program is to serve as an incentive for regular classified employees to pursue course work and participate in other activities which would be beneficial to improve job performance.

Professional growth is taking place if:

- The experience reflects increased knowledge, understanding and skill in the employee's regular assignment.

QUESTION AND ANSWER

1. Who is Eligible?

- 1.1 A permanent or probationary classified employee is eligible to enter the program. This includes both full-time and part-time employees who if they qualify will receive prorated benefits. Substitutes and temporary employees are not eligible.
- 1.2 Any employee who is on a leave of absence without pay will not be able to participate in the program, nor will the employee be able to receive future credit for courses taken during that leave. Should the employee return from leave or be reinstated within 39 months to a regular position, all points accumulated prior to such leave or termination shall be reinstated.
- 1.3 If a classified employee is hired with the stipulation that completion of a specific number of units or the attainment of a degree or license is required to fulfill job requirements, then such employee shall not receive credit for courses in the Professional Growth Program.
- 1.4 No credit will be given for any professional growth activities prior to the employee's regular appointment into the classified service.
- 1.5 An employee must be in paid status to receive any portion of the payment for professional growth increments. Payments will not be made for partial completion of credits if the employee terminated prior to completion of credits.
- 1.6 If the District gives release time to an employee or pays for any fees in conjunction with the training program, such training will not qualify for professional growth credit.

2. How Does It Work?

- 2.1 Classified employees can accumulate professional growth points by pursuing courses or activities that qualify for professional growth. When they have accumulated twelve (12) professional growth points, a one-time payment is given to the employee.
- 2.2 Qualifying activities must reflect increased knowledge and skills in the employee's regular assignment. Activities which relate to making a career change or would be for personal development or promotion would not qualify.

3. How Can I Accumulate Professional Growth Points?

3.1 Coursework

- 3.1.1 Credit may be applied to the Professional Growth Program by taking courses at universities, colleges, community colleges, trade schools, or adult education. This course work must be related to improved job performance.
- 3.1.2 Course work must be completed with a grade "C" or better or "Credit" or "Pass". A transcript or grade card from the school attended must be submitted to the Personnel Department upon completion.
- 3.1.3 One point is given for each semester unit. Quarter units are converted to semester units.

3.2 Lectures/Training Programs, Conferences

- 3.2.1 An employee may earn credit by attending training programs and meetings or brief courses scheduled by organizations or institutions to present and discuss information which would be related to occupational and self-improvement.
- 3.2.2 Points may be earned in these training programs as follows:
 - 1 Point For each eight (8) hours for being a workshop presenter, lecturer, panel member.
 - 1 Point For each 16 hours of attendance.
- 3.2.3 Verification shall consist of a fee statement, program of activities, or registration receipt, and shall be presented to the Classified Personnel Director with a written statement explaining how this training session will assist in improved job performance.

3.3 Leadership Activities

- 3.3.1 An employee may earn credit by holding an elected or appointed office in an education or professional organization as follows:
- | | |
|----------|--|
| 5 Points | County, state or national level for each full year of service. |
| 3 Points | Local level for each full year of service. |
- 3.3.2 Leadership in an employee organization or union does not qualify for professional growth credit if one of the purposes of such an organization is to participate in the collective bargaining process.

4. I am Ready to Begin. What is My First Step?

- 4.1 The first step is to contact the Personnel Commission Office and ask for a complete Professional Growth Packet. You may also download a copy from our website www.ovsd.org under Human Resources/Personnel Commission.

Complete the Declaration of Intent Form (See Exhibit A). Confer with your supervisor to talk about your educational professional growth plans. Obtain your supervisors signature and submit the Declaration of Intent Form to the Personnel Commission Office.

Note: For purposes of this section, supervisor is defined as the person in the management position responsible for the employee's work performance.

Since an employee may enter the program at any time, the starting date of the individual's program is determined by the date the Declaration of Intent form is filed with the Personnel Commission Office.

- 4.2 The second step is to submit the Prior Approval and Verification Form (See Exhibit B) requesting preliminary advance approval by supervisor and Classified Personnel Director of each professional growth activity including course description or program of activities.

Once the Personnel Director has given prior approval to the activities submitted, the Personnel Department will return the Prior Approval and Verification Form.

At the completion of your course or activity you must resubmit the Prior Approval and Verification Form along with verification of completion of activities to the Classified Personnel Director.

Once the Personnel Department has verified completion of the course, the forms and other documents submitted will be returned to you.

It is your responsibility to maintain a “records envelope” (your own files) of Declaration of Intent Form, Prior Approval and Verification Forms, report cards, transcripts or other acceptable certificates of completion of course work, lectures/training programs, conferences or leadership activities.

The third step is to submit the Application for Payment of Professional Growth Increment (See Exhibit C). In order to apply for a professional growth increment, the employee must submit the “records envelope” to the Director of Classified Personnel as soon as possible after attainment of the necessary twelve (12) Professional Growth points.

5. What Will Happen After I Reach Twelve Units and Submit All My Verification Forms?

- 5.1 Your forms and any documents submitted will be reviewed by a Professional Growth Committee. The Professional Growth Committee will determine if a professional growth increment is granted and how soon the payment can be made, pending approval by the Board of Trustees.
- 5.2 Review Committee
 - 5.2.1 A Professional Growth Review Committee is composed of permanent classified employees, principals and district administrators. The Review Committee meets at designated intervals to review applications for professional growth credits and has the authority to determine the number of points to be granted for an activity.
 - 5.2.2 The Review Committee is composed of up to three (3) district employees: One (1) selected by the association, one (1) by the district, and the Classified Personnel Director who will serve as a chairperson.
 - 5.2.3 The Committee member representing the association shall be elected by members of the association. The District representative shall be appointed by the Superintendent. Release time shall be granted for members of the committee.
 - 5.2.4 The responsibility of the Review Committee shall be to evaluate and make recommendations on policies and procedures to implement the Professional Growth Program, place point value on all professional growth activities unless specified herein and review and approve or disapprove employee’s applications for credit and monetary compensation.

6. How Much is a Professional Growth Increment?

- 6.1 An increment consists of a lump sum payment of nine hundred dollars (\$900.00) for full-time employees working 40 hours per week.

Part-time employees will receive a pro rata amount based on the ratio of his/her regular assigned hours per week at the time the required number of points are approved by the committee, as it bears to full-time employment of 40 hours per week.

Example:

An employee whose assigned time was 20 hours per week would receive a payment of four hundred, fifty dollars (\$450.00) for the increment completed.

- 6.2 An employee may receive a maximum of four increments while employed with the Ocean View School District; however, no more than one increment may be given within two fiscal years. If an employee earns more than the necessary number of points needed for any increment, the excess number may be carried over to the succeeding increment.

Responsibility of Individual Classified Employee

In order to qualify for any professional growth monetary compensation, it shall be the responsibility of the individual classified employee to:

1. Give satisfactory service in the position(s) to which he/she is assigned as demonstrated by recent evaluations.
2. Submit all information and forms prescribed and within the time frame designated by the review committee.

Employee Right to Appeal

Nothing herein shall be construed to deny an employee the right to appeal an evaluation or recommendation with which he/she is not in agreement. Such appeals shall follow normal channels: Supervisor, Classified Personnel Director, Review Committee, Superintendent or Designee.

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DECLARATION OF INTENT

Instructions: Employee and supervisor prepare a tentative plan for the Professional Growth Program. Participation in professional growth activities must show that the experience will reflect increased knowledge, understanding or skill in the employee’s regular job assignment.

The purpose of this form is twofold: (1) provides an opportunity for employee and supervisor to discuss professional growth; (2) provides official notification to the district of an employee’s intent to participate. These plans may change from time to time.

EMPLOYEE NAME: [Click here to enter text.](#)

DATE: [Click here to enter a date.](#)

CLASSIFICATION: [Click here to enter text.](#)

LOCATION: [Click here to enter text.](#)

TENTATIVE PROGRAM OUTLINE

- 1. COURSEWORK (give a general description of courses to be studied)**
[Click here to enter text.](#)

- 2. LECTURES/TRAINING PROGRAMS, CONFERENCES (give tentative list or types of programs desired)**
[Click here to enter text.](#)

- 3. LEADERSHIP ACTIVITIES (give names of organizations)**
[Click here to enter text.](#)

I hereby make application to participate in the Professional Growth Program. I understand that for each specific activity I must submit a separate form for prior approval.

Employee Signature: _____ Supervisor Signature: _____

Professional Growth Program

PRIOR APPROVAL AND VERIFICATION FORM

[Click here to enter text.](#)

Name	Classification	Date
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Instructions: This form is to be used to request approval of all coursework, lectures, workshops or other activities for professional growth credit. It must be submitted to the Classified Personnel Director prior to the commencement of the activity. This form will be returned to the employee. After completion of the activity, this form must be resubmitted with verification of the activity so that appropriate points may be recorded on the cumulative point record form.

I hereby request approval for the following activity:

COURSE WORK: Title of course: [Click here to enter text.](#) School: [Click here to enter text.](#)

Date course begins: [Click here to enter a date.](#) Units (Semester or Quarter): Choose an item.

(Attach course description) Describe how you feel this course will assist you in your current position:
[Click here to enter text.](#)

LECTURES/TRAINING PROGRAMS, CONFERENCES: Title: [Click here to enter text.](#)

Location: [Click here to enter text.](#)

Date from: [Click here to enter a date.](#) Date to: [Click here to enter a date.](#)

Total hours of attendance: [Click here to enter text.](#) (Attach workshop description)

Describe how you feel this workshop will assist you in your current position: [Click here to enter text.](#)

LEADERSHIP - Name of organization: [Click here to enter text.](#)

Office and Term: [Click here to enter text.](#)

Describe purpose of organization: [Click here to enter text.](#)

PRIOR APPROVAL		VERIFICATION	
_____	_____	<input type="checkbox"/>	Submit transcripts, programs, etc. as soon as possible after activity.
Dept. Head/Principal	Date	Yes No	
_____	_____	<input type="checkbox"/>	_____points approved by Professional Growth Committee on: _____
Dir, Classified Personnel	Date	Yes No	Recorded on cumulative record form on _____ by _____

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APPLICATION FOR PAYMENT OF PROFESSIONAL GROWTH INCREMENT

[Click here to enter text.](#)

Name

Classification

Date

Instructions: This form is to be kept with the records and submitted to the Classified Personnel Director upon attaining 12 credits of professional growth. The Professional Growth Review Committee will review all prior approval and verification forms to determine if the employee has earned the required number of points to receive a professional growth increment.

I would like to request approval for payment of a professional growth increment. Official verification is enclosed for review by the Professional Growth Committee. I understand that if I am part-time, I will receive a pro rata amount.

Employee Signature

Date

To: Classified Payroll

From: Classified Personnel Director

The Professional Growth Committee reviewed the application of the above-named employee on _____ and determined that satisfactory verification was given to award a professional growth (date) increment as follows: _____

Board Approved: _____

Personnel Director Signature

Date