

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 7  
Human Resources

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**AP 7160 Professional Development**

**References:**

Accreditation Standard III.A.5;  
Education Code Sections 88220-88227

The District encourages employees to continue to develop their professional expertise through academic, scholarly, and professional endeavors. Professional development programs and activities are regularly evaluated to strengthen and improve offerings.

**Management Employees**

The Management Professional and Staff Development Program provides an opportunity for all District managers to expand their knowledge and increase their skills within their established career fields.

A professional development leave is a fully-paid two calendar month leave of absence for administrators or management. The professional development leave must be taken in two consecutive months unless a split leave is authorized by the appropriate chief administrator. Split leaves may be taken in increments of one month, but must be completed within a twelve month period. Accumulation of service to qualify for a subsequent leave will be counted from the first working day following the second month of the split leave.

Vacation taken within 60 calendar days of the beginning or ending date of the leave must be reviewed and approved in advance by the Vice Chancellor for Human Resources.

**Conditions**

**Qualifications**

- a. All District employees designated as filling an administrative or management position are eligible to apply for a professional development leave only after they have served the District for four consecutive years as an administrator or manager since the beginning date of employment, or any prior paid administrative leave or sabbatical leave.
- b. Administrators or managers who serve on less than a twelve-month contract will be eligible after serving the equivalent months of paid service.

- c. Professional development leave shall be recommended only for proposals that will enhance the administrator or manager's effectiveness and which benefits the College or District.
- d. A one year return-of-service following the professional development leave is required. In the event an administrator or manager is unable in good faith to fulfill the return of service requirement for compelling personal and/or professional reasons, the District may waive the return of service assignment.
- e. A maximum accumulation of 44 days of vacation as of June 30 prior to application for leave is a condition of eligibility for professional development.

### **Replacement Personnel**

A professional development leave may be granted only if staffing and/or resources can be arranged. Alternative methods of coverage for partial replacement and/or administrative internships for managers, faculty and classified staff may be funded by the college or unit.

### **Remuneration**

As the purpose of an administrative leave is primarily that of professional development, any employment which might detract from this purpose is prohibited.

Administrators or managers pursuing formal educational programs may apply through regular sources for staff and professional development funds.

### **Procedure**

1. The application shall be processed through the offices of the Presidents (Colleges), or the Vice Chancellor (District), as appropriate to the applicant's assignment.
2. A written proposal for the professional leave must be submitted by the employee to the appropriate administrator normally no later than September 15 for the following calendar year.
3. The application for professional leave shall include:
  - a. Name and title of the applicant.
  - b. Start date of the applicant's initial employment with the District and inclusive dates of the professional development.
  - c. The inclusive dates of previous professional development leave.
  - d. A one-page abstract describing the renewal activities and the professional benefits to the administrator or manager and benefits to the institution.
4. The administrative officer (see 1. above) shall notify the Vice Chancellor for Human Resources no later than October 15 of each year of the request and her/his approval and the proposed arrangements for covering the duties of the manager during the period of absence.
5. The Vice Chancellor of Human Resources shall review the proposals and send the recommendation to the Chancellor no later than November 1 to facilitate final approval by the Chancellor and the Board of Trustees.

6. Adjustments to the approved plan may be made upon the recommendation of the appropriate chief administrative officer, review by the Vice Chancellor of Human Resources, and approval by the Chancellor.
7. A follow-up report will be given to the President (Colleges) or the Vice Chancellor (District), as appropriate to the administrator's or manager's assignment.

### **Classified Employees**

In order to maintain the standard of excellence established for the District, a professional development program has been established for the classified staff of the District.

The Classified Professional Development Program provides positive individual professional growth and contributes to achieving the mission of the District.

### **Procedures**

Procedures as outlined in annual reports to the Board shall govern the work of the Committee unless a change is mutually agreed upon by the Federation and the District at the request of the Committee.

### **Eligibility**

The Classified Professional Development Program is a voluntary program. It is not mandatory to participate in this program in order to receive promotion within the District.

The employee must:

1. Have completed the initial probationary period of employment.
2. Meet eligibility requirements outlined in the programs offered.

### **Professional Development Committee**

The committee shall be charged with administration of the Classified Professional Development Program. The Committee shall make recommendations to the Chancellor regarding any additions, deletions, or revisions necessary after implementation of the program.

### **Programs**

An employee may develop a plan for professional development under several programs. Requests which would enhance an applicant's current position or appear to be a necessary requirement of the applicant's department are not eligible for professional development funds. On the other hand, requests which could lead to advancement within the applicant's classified employment will be considered professional development. Plans must be submitted to the Committee for approval before date of event or class. Requests will be evaluated based upon the following:

1. Value to the employee's potential advancement within the District's Classified/Classified Management units.
2. Clarity of goals.
3. Availability of funds. (A yearly maximum per employee will be established each year.)

Employees are encouraged to take District offered classes whenever possible.

### **A. Academic Growth**

Employees wishing to pursue formal coursework at an accredited institution must submit an application to the Professional Development Committee before the first day of class. If approved, reimbursement shall be made to the employee upon evidence of course/program completion with credit or a grade of "C" or better and must be submitted within 60 days of course completion.

The criteria for Options I, II, and III follows (NOTE: Only one option may be selected for each class):

1. **Option I - Expense Reimbursement** (Total reimbursement per employee not to exceed an amount set at the beginning of each fiscal year.)
  - a. Coursework is to be completed on the employee's own time and under one award option.
  - b. Tuition reimbursement for classes will be for actual costs of tuition, books and mandatory fees, not to exceed the fiscal year maximum.
  - c. All courses required for a particular degree program will be considered for reimbursement provided that a school initiated education plan is on file with the Committee.

For applicants already in the midst of pursuing a degree (at the time of this revision), reimbursement will be considered if a school initiated education plan is submitted to the Committee including classes already completed and classes left to complete to finish the degree

### **2. Option II - Salary Differential**

This option provides salary differentials based upon verification of certificates and/or degrees listed below. Work completed prior to entering the program will not be considered for salary differential. Differentials may be cumulative but are restricted to one in each category.

- Credit Class-Based Certificates
- Certificate I (18-24 units) 1.00%
- Certificate II (25+ units) 1.50%
- \*Professional Certificate/Exam (i.e., CPA, CPS) 1.50%
- AA or AS 2.50%
- BA or BS 2.50%
- MA or MS 2.50%
- Ph.D. 2.50%

\* Professional Certificate/Exam Option (such as Certified Professional Secretary, Certified Professional Accountant) will be granted by the Committee only if the applicant can demonstrate that the certification is

equivalent to the rigor of the Credit Class-Based Certificates. Written material or presentation to the Committee by the applicant or appropriate representative to support the equivalency request may be required.

### **3. Option III - Released Time**

This option provides replacement cost for released time necessary for one college level class per school term. All requests requiring released time must have the supervisor's approval. If a request is denied by the supervisor, a reason for denial must be given.

**B. Vocational/Technical Education** (Total reimbursement per employee not to exceed an amount set at the beginning of each fiscal year.) Employees in a specialized program wishing to pursue technical coursework must submit an application to the Committee before the first day of class. This option requires a memorandum signed by a supervisor in the affected area stating that the requested course(s) module(s) are the best/only ones offered for the particular type of training/education required for that area of expertise. If approved, reimbursement shall be made to the employee upon evidence of completion and must be submitted within 60 days.

**C. Professional Conferences** (Total reimbursement per employee not to exceed an amount set at the beginning of each fiscal year.)

Approval to attend and participate in symposiums, organizational conventions, workshop programs, and similar activities is granted on an individual basis without loss of salary and with reasonable (based on current District policies) reimbursement of expenses incurred. A one-page synopsis of the activity will be required outlining the benefits received of attendance at said conference/activity and must be submitted within 60 days of completion.

An effort will be made to develop information sources for quality professional training programs pertinent to a wide variety of career interests and to disseminate such information to the classified staff. All requests requiring released time must have the supervisor's approval. If a request is denied by the supervisor, a reason for denial must be given.

**D. Professional Leave of Absence** (full, partial, or no pay)

The Board of Trustees may grant any classified employee with at least seven consecutive years of service a leave of absence not to exceed one year for the purpose of permitting study by the employee. Employees with at least three years of service may be granted leaves of absence for the purpose of retraining to meet changing conditions within the District. Leaves of absence may be taken in separate six-month periods or in any other appropriate periods, rather than a continuous one-year period; provided that the separate periods of leaves of absence shall be commenced and completed within a three-year period.

Leaves of absence must be taken at no additional cost to the employee's departmental budget.

### **Program Funding**

- A. The District will fund the Professional Development Program in accordance with the current employee agreements.
- B. Recommendations for the distribution of funds will be the responsibility of the Committee subject to and consistent with established policies and procedures of the District.
- C. The Committee will provide equal opportunities to each eligible staff member for participation in the program. If the number of requests received, which would collectively exceed the Committee's total year's allocation, the Committee reserves the right to review the requests in light of previous allocations and to first allocate funds to those who have not made prior requests during that year.

### **Annual Report**

The Committee for Professional Development is to prepare and present an annual report to the Board of Trustees and Chancellor through the Office of the Vice Chancellor for Human Resources, no later than 90 days after the end of the fiscal year. This report shall consist of, but not be limited to, the following:

1. A summary of professional development programs that have been approved and are under way.
2. The number of classified employees funded by professional development programs.
3. A financial report showing the utilization of funds used for approved professional development programs by each District unit.
4. Appraisal of the quality and value of the Committee's sponsored programs.
5. A program plan for the upcoming fiscal year.

### **Confidential Employees**

A confidential employee may develop a plan for professional development under several programs. Plans will be submitted according to the established procedures. Each plan must include provision for evidence of completion. Plans will be evaluated with respect to all of the following:

- Value to employee and/or employment within the District
- Staff are encouraged to take programs within the District, whenever possible
- Clarity of goals
- Availability of funds

The programs outlined below address new and innovative vistas of learning and development for the confidential staff:

#### **A. Academic Growth**

1. **Option I** - Reimbursement of Expenses – This option is for attendance at an accredited college or university.

2. **Option II - Salary Differential** – Approval under this option provides salary differentials based on the completion of course work. Work completed prior to entering the program may not be considered for salary differential.
  - Certificate - 1.25%
  - AA or AB - 2.5%
  - BA or BS - 2.5%
  - MA or MS - 2.5%
  - PhD - 2.5%
3. **Option III –Release Time**

**B. Professional Conferences/Workshops**

Approval to attend and receive reimbursement of expenses.

**C. Professional Leave of Absence** (full, partial, or no pay)

The governing board of any community college district may grant any confidential employee with at least seven consecutive years of service a leave of absence not to exceed one year for the purpose of permitting study by the employee. Employees with at least three years of service maybe granted leaves of absences for the purpose of retraining to meet changing conditions within the District. Leaves of absence may be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided that the separate periods of leave of absence shall be commenced and completed within a three-year period. Leaves of absence must be taken at no additional cost to the employee's departmental budget.

**Resources**

The District will fund all District Professional Development Programs in accordance with the current agreements with employees.

**Also see professional development language in the applicable collective bargaining agreement(s) and/or employee handbook(s)**

Ratified December 11, 2013