

F. Upon resumption of the employee's duties, the employee shall be fully restored as a permanent employee (if returning to the exact classification) and the employee's seniority date (after they have gone for ninety (90) calendar days or more) will be adjusted to reflect the break in service.

G. If the employee has accepted a position in a new classification, the employee will serve a probationary period in the new classification. If the employee does not pass probation in the new classification, he/she will resume placement on the 39-month list, and the time served in the position will be deducted from the thirty-nine (39) months.

H. An employee who has been placed on a reemployment list due to exhaustion of authorized leaves of absence, who has been medically released for return to duty and who fails to accept an appropriate offered assignment in the same classification with the same number of hours shall be removed from the 39-month list and severed from the District.

ARTICLE 18. PROFESSIONAL GROWTH.

18.1 Purpose. The District will provide classified employees the opportunity to expand their knowledge and increase their skills through professional growth activities.

18.2 Professional Growth Opportunities.

- A. District Course Reimbursement for Professional or Personal Growth
- B. Professional Development for Purposes of Job Enhancement and Academic Growth
- C. Professional Growth Leave
- D. Job Training

18.3 Eligibility. To be eligible to participate in the Professional Growth programs, the classified employee must:

- A. Be employed on the District payroll in a permanent classified position, including permanent part-time.
- B. Complete the initial probationary period of employment.
- C. Meet the specific eligibility requirements as outlined in each offered program.

18.4 Professional Growth Program. The Professional Growth Program shall consist of the following options:

A. District Course Reimbursement for Professional or Personal Growth. The District will provide reimbursement for the unit cost of successfully completed credit courses offered throughout the District. Employees are eligible for reimbursement for one class per semester, up to two credit courses each academic year, that are relevant to their current position, part of a certification or degree program, or a wellness class/program. The employee cannot use the unit cost reimbursement in a manner that provides duplicate payment for the same course through another option in the Professional Development Program.

Employees must turn in the District Course Reimbursement Form along with proof of payment and the final grade to the Professional Development Committee within sixty (60) days of completion of the course.

B. Professional Development for Purposes of Job Enhancement and Academic Growth. The District will provide classified employees opportunities that promote individual growth designed to upgrade the classified service.

1. **Option 1. Tuition, Books and Fees Reimbursement.** The District will grant reimbursement of the costs, including tuition fees, to any permanent classified employee who satisfactorily completes training to improve his/her job knowledge, ability or skill.
2. **Option 2. 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 are cumulative, but are restricted to one in each category.
 - a. Certificate I (18-24 units) - 1.00%
 - b. Certificate II (25+ units) - 1.50%
 - c. AA or AS - 2.50%
 - d. BA or BS - 2.50%
 - e. MA or MS - 2.50%
 - f. Doctoral - 2.50%
 - g. Professional Certificate/Exam (i.e., CPA, CPS) - 1.50%
 - h. 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 certificate is equivalent to the rigor of the credit course based certificates.
3. **Option 3. Released Time.** This option provides replacement costs for released time necessary for one (1) college level/vocational class per school term. A supervisor's approval is required for all requests requiring release time. If the request is denied by the supervisor, a written explanation of the denial must be provided to the employee.
4. **Vocational/Technical Education.** The District will grant reimbursement of the costs, including tuition fees, to any permanent classified employee who satisfactorily completes training to improve his/her job knowledge, ability or skill.
5. **Professional Conferences/Workshops.** An employee may receive reimbursement to attend conferences, symposiums, organizational conventions, workshop programs and similar activities of up to one thousand dollars (\$1,000) per fiscal year. A supervisor's approval is required for all conference requests. If the request is denied by the supervisor, a written explanation of the denial must be provided to the employee.

6. **Composition of the Professional Development Committee.** The committee membership shall consist of eight (8) members appointed by the Federation, according to the following formula:

- a. Chair
- b. Two (2) representatives, Coastline Community College
- c. Two (2) representatives, Orange Coast College
- d. Two (2) representatives, Golden West College
- e. One (1) representative, District Offices

All Federation appointed representatives will serve a three (3) year term, which will be renewed at the discretion of the Federation. The committee shall elect a chairperson each year.

C. Funding. The District will fund the above Professional Development Program for classified employees in the amount of one hundred thousand dollars (\$100,000) per fiscal year. Funds budgeted but not expended in one fiscal year will be carried over for use in the following fiscal year.

18.5. Professional Growth Leave.

A. All professional growth leaves will be used to pursue appropriate activities which enable staff members to enhance their expertise, build upon goals and objectives they have undertaken relative to their work, develop new competencies or to pursue revitalization activities/skills in order to address changing or expanding career goals consistent with the goals and objectives of the College and the District.

Such opportunities may be in response to need associated with current job requirements, the evaluation of an individual's development needs, to enhance an individual's opportunities for advancement or to assist an individual to move to a new area of responsibility.

B. Provisions.

- 1. This professional growth leave will consist of up to one (1) fully paid calendar month for up to four (4) employees in which the employee may pursue the completion of an academic degree or the participation in a professional activity that will enhance the employee's value to his/her department or the District.
- 2. Classified employees may concurrently apply for professional development funds as previously outlined in this Article.

C. Conditions. If there are more than four (4) applicants, the selection will be made in a manner that allows one (1) employee from each College and one (1) employee from the District Office to take advantage of the opportunity in that year. The remaining approved applicants will be placed on a priority list for the following year, so long as the employee has the approval of the College President or the Vice Chancellor of Human Resources, as applicable.

D. Qualifications.

1. Classified employees in good standing, defined as an employee whose most recent evaluation is satisfactory and is not in the written stage or higher of the disciplinary process.
2. Classified employees who have been employed for at least four (4) consecutive years. Classified employees who serve on less than a twelve (12) month contract will be eligible after serving the equivalent months of paid service.
3. Replacement Personnel. Professional growth leave may be granted only if staffing and/or resources can be arranged. The District shall provide funds for the substitute.

E. Application Procedure.

1. Applicants shall complete an Application for Professional Growth Leave and submit it to their immediate supervisor. A detailed statement of the nature of the leave should be appended to the application and submitted per the timeline below. If an application is denied by the immediate supervisor, a reason for denial must be given.
2. Upon receipt of the application from the Campus President, the Vice Chancellor of Human Resources or designee will review the application with the Chancellor's Cabinet.
3. The Vice Chancellor of Human Resources or designee will recommend approved and funded applications for approval to the Board of Trustees.

APPROVAL PROCESS TIMELINE			
Application Submission	Submission to VCHR	Applicant Notification	Leave Period
December 31	January 15	March 31	July - December
June 30	July 15	September 30	January - June

F. Evaluation Approval Criteria. All applicants for professional growth leave will be evaluated by the Chancellor's Cabinet according to the following criteria:

1. The relevancy of the proposed activity to District objectives;
2. Relevance to personal development of the employee in his/her role at the District and his/her professional goals/objectives;
3. The ability of the applicant to achieve the objectives of the leave based on the applicant's experiences and academic background;
4. Other factors relevant to the Chancellor or designee and the Board.

G. Appropriate Professional Growth Leave Activities. Examples of appropriate activities include:

- Research, study, educational internship, applied learning, or completion of an educational requirement in the individual's specialized area
- Vocational activities (partnership with businesses, industrial, or service sectors to remain current or to learn new methods)
- Task force leadership
- Survey activities
- Grant development

H. Appropriate Professional Growth Leave Objectives. Examples of appropriate objectives include:

- Knowledge enhancement and effectiveness within vocation or related field
- Goals of a particular project or endeavor undertaken or being pursued by the College, department and/or division
- Direct benefit to students and/or department/division/College operations
- Promotion of relevant opportunities for the employee to pursue or build upon activities/initiatives which have been undertaken external to the District but have a direct benefit
- Augments the District's ability to respond to community needs

I. Requirements Upon Completion of Professional Growth Leave. Within one (1) month following the completion of the professional growth leave, the employee shall provide the Vice Chancellor of Human Resources or designee with the following:

1. A brief summary of the leave noting adherence or deviation from the original proposal;
2. Documentation of the program, including but not limited to transcripts, certifications, etc., if applicable;
3. An evaluation of the success of the leave as it relates to the stated objectives;
4. A description of the personal benefits resulting from the leave;
5. A commitment to share the knowledge/skill obtained during the leave including any of the following mechanisms:
 - Professional growth newsletter or workshop
 - Department/division/College meeting, project or committee

18.6 Job Training.

A. Job Training Program. The District shall provide a job training program for classified employees to provide the opportunity for employees to learn new skills, to gain a broad job overview, and receive actual job experience in a position of interest. A Job Training Committee shall administer this program, and the membership shall be as follows: