



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4331.5
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Management/Confidential Classified Personnel

Professional Growth Opportunities

Professional growth is the continuous, purposeful engagement in study and related activities to retain and extend high standards of performance by management/confidential classified employees. Professional growth is being developed if: a) the experience reflects increased knowledge, understanding, and skills in the participant's regular assignment; b) the experience provides background material for the duties in which engaged; c) the experience manifests personal development through alertness and responsiveness to the human and social factors of others as it relates to an employee's position; or d) the experience assists in fields closely related to the duties in which engaged.

1. Eligibility

All permanent management/confidential classified employees who have been employed for a minimum of one continuous year qualify for participation in the Professional Growth Program.

Any management/confidential classified employee who is on a leave of absence will not be eligible to participate in the program until return to active employment; nor will future credit be granted for courses taken during that leave, as it is assumed such effort is being made for the purpose of qualifying for a substantial advancement in position.

If the district gives release time to an employee or pays for any fees in conjunction with a training program, such training will not qualify for professional growth credit.

2. Procedure

It shall be the responsibility of the employee to submit to the Professional Growth Committee a request form for course (or other activity) approval prior to enrollment. The Professional Growth Committee shall be comprised of the director of Classified Personnel, one classified manager, and one confidential employee.

Professional Growth Opportunities (continued)

Upon completion of the course or activity, it shall be the employee's responsibility to file a grade card, transcript, or other acceptable proof of completion with the Professional Growth Committee within the time lines set by the Committee. Failure to file for credit within time limits set will postpone acceptance of such credits to the Professional Growth Program until the following filing period.

3. Professional Growth Points

Professional growth points shall be earned by employee participation in off-duty activities which are job-related or of a professional growth nature on the following basis:

- A. One (1) professional growth point per semester unit of course work at a junior college, college, or university. Quarter units will convert to semester unit on a two-thirds (2/3) basis. Employees must earn a "C" grade or better for completed course work to qualify for professional growth points.
- B. One (1) professional growth point per twenty (20) hours participation in district, county, or state inservice training programs, adult education courses, or seminars/conferences/lecture, and/or education programs.
- C. Two (2) professional growth points for each full year of holding an elected or appointed office in a recognized educational or professional organization.

4. Criteria for Professional Growth Award

Eligible employees who have earned ten (10) approved growth points shall receive a growth award in the amount of \$750, payable in a lump sum. Professional growth payments may be received yearly. The maximum number of professional growth awards available to an employee is five (5).

It is the responsibility of the employee to provide verification for points completed. This verification must be submitted on or before July 1 to the director of Classified Personnel to be approved by the committee. Awards shall be payable by October 30. Normal payroll deductions will be made on professional growth payments.

Professional Growth Opportunities (continued)

Criteria for Professional Growth Award (continued)

An employee may receive only one award each year and points can be carried forward to the next year. There is no time limit on the accumulation of the ten (10) points.

Legal Reference:

EDUCATION CODE

45380

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