

## **ARTICLE XXII PROFESSIONAL GROWTH PROGRAM**

The Professional Growth Program for BHEA-IA unit members is an organized activity to improve performance of unit members in the service of the Beverly Hills Unified School District, and to provide training for unit members to gain new skills and abilities in order that they may do a better job for the students, the school district, and for the community.

### **PURPOSE**

It is the intent of this program to encourage and monetarily reward BHEA-IA members with compensation for continued growth and development in their positions. This professional growth will directly benefit the Beverly Hills Unified School District and the students served by it.

### **ELIGIBILITY**

Permanent BHEA-IA unit members shall be eligible to participate in the Professional Growth Program.

### **PROFESSIONAL GROWTH CREDITS**

Unit members shall earn credit for each approved semester unit completed at an accredited college, junior college, or university.

A unit member may request equivalent unit credit for a class, workshop, or conference. At least 15 hours of participation must be involved for each equivalent unit requested for workshops, classes, or conferences for which formal university credit is not granted. Credit for partial units may be granted, with 7-1/2 hours being equivalent to 1/2 of a unit and 5 hours being equivalent to 1/3 of a unit.

No unit member shall receive credit for classes attended during the working day if he is being paid for his regular services.

Credit shall not be granted if the school district pays expenses.

### **QUALIFICATIONS FOR PROFESSIONAL GROWTH INCREMENT**

In order to qualify for a professional growth increment, the following steps must be followed:

A Request for Approval of Professional Growth Program form (Appendix E) must be filed with and approved by the Assistant Superintendent of Human Resources prior to the beginning of any course work in order to ensure credit. Course work in progress or completed at the time the form is submitted may be considered for approval at the discretion of the Assistant Superintendent of Human Resources. In the event that the Assistant Superintendent of Human Resources denies approval for the course work, an employee may appeal the decision to an ad-hoc committee consisting of the Assistant Superintendent of Human Resources administrator and two (2) BHEA-IA members. The decision shall be reached by consensus and shall be final.

Verification of growth activities must be presented to Human Resources for evaluation. Official transcripts must be submitted for college course credit. For adult education classes, the instructor's signature verifying attendance and satisfactory completion of the course will be accepted in lieu of a transcript. Satisfactory evidence of workshop or conference attendance will be required.

A professional growth increment will be granted after the employee has accrued 15 units per increment and has completed at least one year of service per increment after the filing date of the intent form. The total number of increment awards shall not exceed four. There is no maximum time limit on completion.

The professional growth increments will be effective on the first day of the month following the 30th calendar day after approved completion of the requirements.

Any units earned beyond the units necessary to earn an increment in any growth period may be carried over into the next period.

IT IS THE RESPONSIBILITY OF THE UNIT MEMBER TO FILE THE INTENT, APPLY FOR PROFESSIONAL GROWTH CREDIT, AND VERIFY COMPLETION OF COURSE WORK OR OTHER GROWTH ACTIVITY.

#### RECORDS

Each unit member's permanent professional growth record showing their units accrued, together with appropriate verification, will be kept in the personnel file in Human Resources.

#### AWARD

The professional growth award will be made when the unit member has met the requirements. Each award will be superimposed on preceding awards. Each full-time unit member who qualifies will receive \$647.79 per year, paid in equal monthly installments based on the number of months of the unit member's assignment.

Permanent unit members working on a part-time basis will receive the above award prorated in relation to a full working day of 8 hours, with a minimum award of 50% for unit members who work four hours daily or less.

Increment 1 after 15 Units = \$647.79/yr.

Increment 2 after 30 Units= \$1,295.03/yr.

Increment 3 after 45 Units= \$1,943.26/yr.

Increment 4 after 60 Units= \$2,590.94/yr.