



PROFESSIONAL GROWTH INCENTIVE PROGRAM

WHAT IS THE PROFESSIONAL GROWTH INCENTIVE PROGRAM?

It is a program organized to improve the skills and performance of classified, confidential, and supervisory employees in their current job assignment by taking approved courses through an accredited trade/technical program or school, and/or the attainment of an Associate's, Bachelor's, or Master's degree, from an accredited college or university.

WHO IS ELIGIBLE?

All permanent classified, confidential, and supervisory employees employed more than twenty (20) hours per week and who have at least one (1) consecutive year of employment are eligible to participate in the program.

HOW DO I APPLY?

Classified, confidential, and supervisory employees shall submit the Classified Course Approval for Professional Growth Credits Form #2068P for program course approval prior to the last class meeting of each course. This form can be obtained from the Personnel Services office. Course descriptions for each class must be attached to the form and must include course information (i.e. name of school, course title and description, number of units, etc.) A course schedule must also be attached to the form showing the course start and end date and meeting time. Course approvals shall be acted upon by the Professional Growth Committee and its decision shall be final.

WHAT'S THE INCENTIVE?

Classified, confidential, and supervisory employees, having met all criteria for a Professional Growth incentive, shall receive \$325 per year, per incentive, paid in either a one-time separate check or in their unit member's payroll warrant. Those employed less than eight (8) hours per day shall have their Professional Growth incentive prorated.

WHAT ARE PROFESSIONAL GROWTH CREDITS?

Classified, confidential, and supervisory employees who have accrued twelve (12) approved credits may be eligible for a Professional Growth incentive. Credits will be granted for successful completion of course work in the following manner:

- (1) One credit per semester unit
- (2) 0.67 credit per quarter unit

No credits will be awarded for courses taken during the employee's regular workday.



Course Approval forms must have been submitted prior to the last class meeting(s) and approved by the Professional Growth Committee.

Successful completion of course work with a grade "C" or better.

Official transcripts (**sealed**) for each course must be submitted to the Division of Personnel Services, Professional Growth Program once twelve (12) semester units (18 quarter units) have been completed.

A minimum of three (3) votes are needed from the Professional Growth Committee for approval of Professional Growth Credit(s).

HOW OFTEN DO I GET PAID THE INCENTIVE?

Eligible employees who are granted an incentive will be paid in the form of a stipend once a year. The stipend is awarded effective the date you completed the last class and official transcripts have been received. Once you have been granted an incentive, you will receive \$325 per incentive earned every year at the same time. This stipend will continue until you are no longer eligible to receive the stipend.

HOW MANY INCENTIVES (STIPENDS) CAN I EARN?

Employees may earn a maximum of four (4) Professional Growth Incentives.

Only one Professional Growth Incentive will be awarded to any employee within any two-year period. The two-year period shall commence with the date of any Professional Growth Incentive.

WILL I EVER LOSE MY INCENTIVE (STIPEND)?

The Professional Growth Incentive will cease once the employee receives a position that requires the course work that is contained in the Professional Growth Incentive (Stipend) or should you separate employment from RCOE.

WHO MAKES UP THE PROFESSIONAL GROWTH COMMITTEE?

- The Association shall select two (2) permanent bargaining unit members and one (1) alternate. These shall serve as members of the committee.
- RCOE shall select one (1) administrator from each division. These shall serve as members of the "committee," when an employee from their division applies for an incentive.
- The Division of Personnel Services will select one permanent administrator and an alternate. This person shall serve as chairperson of the committee.