

ARTICLE XIX - PROFESSIONAL GROWTH PROGRAM

19.1 The Professional Growth Program for classified Unit members is an organized activity to improve performance of unit members in the classified 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.

19.2 PURPOSE

It is the intent of this program to encourage and monetarily reward members of the classified staff 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.

19.3 ELIGIBILITY

All permanent classified unit members shall be eligible to participate in the Professional Growth Program. The term "permanent classified unit member" shall exclude the following types of unit members for purposes of determining eligibility for any professional growth increment:

19.3.1 Probationary unit members

19.3.2 Persons in the following non-classified positions:

Substitutes

Temporary and short-term unit members

Part-time playground positions

Full-time students employed part time

Apprentices

Professional experts employed on temporary basis for a specific project.

19.4 PROFESSIONAL GROWTH COMMITTEE

A Professional Growth Committee shall be formed for the purpose of evaluating activities for professional growth credit, including the maintenance or an up-to-date list of suggested courses for all areas of the classified service, and for the purpose of presenting all recommendations to the Superintendent for approval.

The Committee will review the operation of the Professional Growth Program as necessary, and make recommendations for revisions to the Superintendent.

19.4.1 The committee will meet as often as is necessary in order to provide appropriate and adequate services to the classified unit members who may enroll in the program.

19.4.2 If a unit member elects to participate in a certain activity without prior approval of the committee and the Superintendent, he or she assumes the risk of not receiving credit for the experience.

19.4.3 The committee shall consist of five members, one non-management representative from each of the classifications listed below, and each member shall serve a term of two years except that the terms of office of initial members shall be determined by lot, with three members to serve full two-year terms, and two members to serve for initial terms of one year each.

19.4.4 Members of the committee may succeed themselves for one additional term only.

19.4.5 Members of the Professional Growth committee shall be selected by the Superintendent from a list of unit members volunteering to serve, submitted by BHEA. The list shall contain at least two names from each classification where a vacancy exists. All permanent non-management classified unit members will be eligible to be selected as committee members.

19.4.6 The committee shall select a chairperson annually,

19.4.7 The Assistant Superintendent, Human Resources shall serve as advisor and ex-officio member of the committee, and the Administrative Assistant to the Assistant Superintendent shall serve as secretary to the committee.

19.4.8 Committee Representatives:

Clerical

Custodial

Grounds, Maintenance, Transportation and Warehouse

Food Services

19.5 PROFESSIONAL GROWTH CREDITS

Unit members who meet the service requirements and who have accrued 18 approved points for the first and second increment and 15 approved points for the third and fourth increment will be eligible for a professional growth increment. Points will be granted as specified below.

19.5.1 Educational Credit

19.5.1.1 One point (1) per semester unit for committee-approved accredited college, junior college, trade school, or adult education classes.

19.5.1.2 When semester unit credit is not specified, 15 hours of class time = 1 point; 7-1/2 hours = 1/2 point ; 5 hours = 1 /3 point.

19.5.1.3 Courses taken from accredited correspondence schools will be accepted and prorated according to semester hours of credit allowed for the course.

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

- 19.5.1.5 A suggested list of courses is attached to serve as a guideline. The criteria of job relatedness will be used by the committee in approving course work for a specific individual.

19.5.2 Organized Job-Related Workshops

- 19.5.2.1 Prorated point credit will be granted for approved job-related workshop attendance, based on one (1) point for each 15 hours of attendance.
- 19.5.2.2 No unit member shall receive credit for workshops attended during the working day if he is being paid for his regular services.

19.5.3 Job-Related Conferences

- 19.5.3.1 Prorated point credit will be granted for approved job-related conferences, based on one (1) point for each 15 hours of attendance.
- 19.5.3.2 Credit shall not be granted if the school district pays expenses.

19.5.4 Committee Participation

- 19.5.4.1 One (1) point for participation on an on-going District committee initiated by the Superintendent or the Board of Education.
- 19.5.4.2 No unit member shall receive credit for committee participation during the working day if he is being paid for his regular services.

19.6 QUALIFICATIONS FOR PROFESSIONAL GROWTH INCREMENT

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

- 19.6.1 An intent to participate in the Professional Growth Program must be filed with the classified personnel office on the designated form. Credit will not be granted for participation in growth activities completed prior to the date of intent letter. Course work in progress but not completed at the time the intent is filed will be granted if approved by the Committee.
- 19.6.2 Requests for approval of specific course work should be submitted to the Committee prior to the beginning of the course in order to insure credit. Credit may be granted after a course is completed without this prior approval at the discretion of the committee.
- 19.6.3 Verification of growth activities must be presented to the Committee 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.

19.6.4 The first and second professional growth increment will be granted after the unit member has accrued 15 verified points per increment, and has completed a least two years of service per increment after the filing date of the intent form. The third and fourth professional growth increment will be granted after the unit member has accrued 15 verified points per increment and has completed at least two years of service after the filing date of the intent form. There is no maximum time limit on completion.

19.6.5 Except for the initial professional growth period, new professional growth periods may not commence until successful completion of the prior period. The total number of increments awards shall not exceed a total of four.

19.6.6 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.

19.6.7 Any points earned beyond the points 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.

19.6.8 Records

Each unit member's permanent professional growth record showing his points accrued, together with appropriate verification, will be kept in the classified personnel office.

19.7 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 \$500 per year, paid in ten-monthly installments of \$50 per month.

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.

19.8 EFFECTIVE DATE

The Program will be effective July 1, 1982, for all courses commenced on or after that date.

19.9 SUGGESTED COURSES

The following list of suggested courses is to be used as a guideline only. The criteria of job relatedness will be used by the committee in approving course work for a specific individual.

GENERAL

Accounting Courses
Algebra
American Government
American Institution and Ideas
Arithmetic
Art
 American Art
 Survey of Art
 Art Appreciation
Biology
Blueprint Reading
Child Development
Child, Family and Community
Drugs in Contemporary America
English
Environmental Studies
First Aid
Foreign Language
General Psychology
General Science
Geography
Group Dynamics
Health Education
Helping Children to Increase Their
 Interest in School
Human Relations
Improvement of Spelling and Vocabulary
Introduction to Child Psychology
Introduction to Computers
Law for Layman
Lettering and Commercial Art
Music Appreciation
Oral Communication Techniques
 Public Speaking
 Effective Speaking
Personal and Social Adjustment
Personal Management
Racial and Cultural Minorities
Reading Improvement
Records Maintenance

GENERAL - continued

Safety
Sanitation and Safety
Semantics
Speed Reading
Techniques of Memory and
 Learning
Understanding Modern Math
World History
Work Simplification

SECRETARIAL AND BUSINESS SERVICES

Business Data Processing
Business Law
Business Math
Business Office Machines
Industrial Arts Drawing &
 Design
Lettering & Commercial Art
Offset Printing
Professional Secretarial Training
Shorthand