

Classified Personnel

Educational Increment for Professional Development

Educational Increments

During their employment with the District, a classified employee may earn up to two educational increments in the form of a 4 % salary adjustment for each 110 hours of approved professional development.

An employee may receive no more than one educational increment salary increase per year.

New employees will have one year from their initial date of hire to provide documentation of pre-district professional development hours/units.

Request for Credit:

Hours/units earned towards an educational increment must have approval from the Classified Staff Development Committee. As not all work may be acceptable, approval is advised prior to undertaking the activity (Exhibit 4231.1)

An application must be made in ample time to allow the Classified Staff Development Committee to convene, evaluate, and question the applicant. The Classified Staff Development Committee may request a detailed, written request and follow-up report from the applicant.

Courses, institutes, or workshops that would aid the employee in understanding, dealing with, and being of service to school-age youth, e.g., courses related to behavior discipline, counseling, etc. will be considered for approval, in addition to any courses directly related to an employee's assignment.

Staff members are encouraged to share their expertise and, therefore, employees who teach District professional improvement courses will be given the option of receiving an appropriate number of hours towards an educational increment or payment.

No credit will be given for District or County sponsored courses held during any of the employee's contracted hours. If the District pays for any part of an employee's attendance at a workshop or course any part of which is held during the contract hours, no credit will be given.

a) If a class is held during one or more of the contract hours and the employee bears the responsibility of the cost of a substitute, after receiving approval by his or her site administrator to attend the class, credit will be considered. The unit member may submit a request to the Staff Development Committee for approval of course credit.

b) A unit member's personal necessity leave may not be used for this purpose.

Deadlines:

Notification to the District Office of intent to complete the approved 110 educational units must be provided no later than **May 1st** of the preceding school year. Upon proof of completion of educational units (110), the 4% increment will be applied to the employee's wage.