

# Downey Unified School District

## CLASSIFIED PERSONNEL

### PROFESSIONAL GROWTH

AR 5231

Professional growth activities may be District-sponsored activities held outside of regular assignment, and educational activities of other agencies.

Credit for participation in these activities shall be reflected in an earned professional growth increment as proposed by the administration and approved by the Board of Education.

Hours and/or credit for such activities shall be administratively arranged prior to the activity with the approval of the Superintendent or designee.

#### Professional Growth is being developed if

1. The experience reflects increased knowledge, understandings, and skills in the participant's regular assignment or in an assignment to which the employee could reasonably aspire within the District.
2. The experience manifests personal development through alertness and responsiveness to the human and social factors of others.

#### Employees Eligible to Participate in a Five-Year Professional Growth Program

1. Permanent employees completing six months or more continuous service prior to July 1, including probationary period, may earn credits to apply toward the program in the following manner:
  - a. One earned credit point shall be counted as one year's full service.
  - b. Professional Growth credits may be earned during the probationary period.
  - c. One year of Professional Growth credit is credit earned during the period between July 1<sup>st</sup> and June 30<sup>th</sup> of every calendar year.
  - d. Only the most recent five (5) calendar years shall be considered for Professional Growth credits.
2. Any employee enrolled in a five-year Professional Growth Program who has terminated his/her employment with the District and is reemployed within 39 months on a regular basis may resume his/her Professional Growth Program in order to complete a five-year period, and use all points earned prior to date of termination.
3. Employees on approved personal leave of absence or layoff for more than 50 percent of their assigned work year will not receive service credit for that year and must extend their Professional Growth Program for one more year.

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### Procedure for Enrolling in the Voluntary Professional Growth Program:

1. New employees shall sign a "Declaration of Intent" in triplicate as part of the initial employment processing. The copies shall be distributed to the employee, the Professional Growth Advisor, and placed in the employee's personnel folder.
2. All classified personnel who have completed their five-year Professional Growth Program may enroll in the next five-year program within one year or any time thereafter.

### Procedure for Completing Five-Year Professional Growth Program:

1. In conjunction with the Professional Growth Advisor, "Record of Achievement" form, number PG IV, shall be reviewed prior to May 31 of the fifth year of the growth period. The Advisor will send a copy to the Professional Growth Review Committee. It is the responsibility of the employee to contact the Professional Growth Advisor to review his/her records.
2. The Professional Growth Committee will review all records, with the exception of Individual Research, and credit the correct number of points to each category completed by the employee. An employee who wishes to appeal the Professional Growth Committee's ruling may do so at any time, but must present the request in writing to the Chairman of the Professional Growth Review Committee prior to May 31 of the fifth year.

### Cash Awards

In order for an employee to be eligible to receive the Professional Growth award, the employee must have satisfactorily completed the five-year program and be on a paid status with the District on June 30 of the fifth year.

The total award is authorized to employees who are assigned eight hours a day for 12 months. An employee working on a 10- or 11-month assignment basis, or assigned less than eight hours per day, or who has been on approved leave of absence or layoff, shall receive the award prorated on the same basis as his/her vacation benefits.

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Cash Awards - continued

The Professional Growth Review Committee shall advise the Senior Director, Budget and Finance, of the estimated number of employees achieving the award each year to budget the appropriate amount.

Awards Based on 8 hour, 12 month Employment:

First Program	-	At the end of 5 years	\$1,000 per year
Second Program	-	At the end of 10 years	\$ 800 per year
Third Program	-	At the end of 15 years	\$ 600 per year
Fourth Program	-	At the end of 20 years	\$ 400 per year

The award will be paid annually thereafter, as designated by the Superintendent, in one lump sum. Should the employee terminate his/her employment, the award will be prorated on the months of actual service.

An employee may participate in and complete the requirements for a second, third, and fourth five-year program. Upon completion the employee will become eligible for an additional award which will be added to the preceding award(s).

Criteria:

1. College, community college, trade school, or adult school courses:
  - a. Should relate to the position currently occupied by the employee, or
  - b. Should meet the requirements of the position for which the employee is training; or,
  - c. If the course does not meet the requirements of either of the above and is acceptable to the Professional Growth Advisor, the Professional Growth Committee must be informed in writing, prior to the employee taking the course, for final judgment.
2. Courses in progress not completed by June 30 of the fifth year of the Professional Growth Program must be carried into the first year of the next five-year Professional Growth period for credit.

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#### Criteria - continued

3. Courses taken during the past five-year Professional Growth Program may be repeated in the following five-year program provided the course has been updated (e.g., First Aid) and is not repeated within a three-year period.
4. Twenty Professional Growth points, three of which must be earned in District Inservice Education, shall be earned during the five-year period following employee's filing of a "Declaration of Intent." The qualifying period ends on June 30 of the fifth year.
5. At least three (3) Professional Growth District-sponsored inservices must be attended during the five-year professional growth program. Verification slips showing proof of attendance shall be provided at the end of each inservice. All original official verification slips shall be submitted by the employee with the Professional Growth Record of Achievement form at the conclusion of the five-year program to be considered for credit.
6. Points must be earned in not less than three years of the five-year period with a minimum of two points earned in each of the three years. Points for continuous service may not be included in the two-point minimum.
7. An employee who has not completed the Professional Growth requirements at the end of the fifth year may extend the five-year program with the approval from the Professional Growth Committee, with the understanding that the points earned the first year will be forfeited. Only the points earned in the last five years of an extended program will be credited toward completion of the program.

#### Categories

Any of the following categories must be completed by the employee in an unpaid status to be considered for Professional Growth credit:

1. Courses taken at a recognized college, university, community college, or trade school: 1 semester unit or 1.5 quarter units = 2 points.

##### Online-only College Classes

- a. A class taken via the Internet ("online") shall be from a university or college that is currently accredited by the Council for Higher Education Accreditation (CHEA) and formally offers the online class.

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Categories - continued

- b. The online class must have a college-level unit value attached to the course.
  - c. The official transcript must be submitted to the Professional Growth Committee to verify a grade of "C" or better and specify the units allocated to the class.
  - d. Additional information may be requested by the Professional Growth Committee to establish the legitimacy of the class.
2. Adult school: 20 class hours = 1-1/2 points

A certificate of completion, transcript, or grade card indicating a passing grade in a pass/fail course or a "C" or better in a course from the school attended, shall be accepted for credit.

Online-only Adult School Classes

- a. A class taken via the Internet ("online") shall be from a university or college that is currently accredited by the Council for Higher Education Accreditation (CHEA) and formally offers the online class.
  - b. The online class must have a number of hours specified to the course and clearly designated on the receipt of completion.
  - c. The official certificate of completion must be submitted to the Professional Growth Committee to verify a grade of "C" or better and specify the units allocated to the class.
  - d. Additional information may be requested by the Professional Growth Committee to establish the legitimacy of the class.
3. Workshops/seminars, approved by employee's supervisor, attended on the employee's own time in an unpaid status: 12 hours = 1 point.
4. Special Programs: 20 hours attendance = 1 point.
- a. Institutes
    - (1) A short educational program established for a group concerned with some special field work.
    - (2) Programs held by District Supervisor.
  - b. Lectures
    - (1) Lectures shall be selected from those approved by the Downey Unified School District.
    - (2) Lectures may include those offered by the adult school, colleges, or professional groups.

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Categories - continued

5. Approved educational conferences or conventions: 3 hours attendance = .5 points; 10 hours of preparation and/or actual participation = 1 point.
  - a. Credit not allowed for attendance at any conference or convention in which the District participates in 50% or more of the expenses, including mileage. Hours earned per day shall not exceed three, nor shall hours per conference/convention exceed nine.
  - b. Credit shall be allowed for participation in any approved conference/convention if the District does not reimburse the participant for 50% or more actual and necessary expenses, including mileage. This credit is in addition to credit for attendance.
  - c. Employees in the Food Services Department who participated in the annual Food Service Conference are awarded one (1) point per day for a full day's attendance. Attendance at the conference must be verified by an official certificate of participation.
  - d. Employees in the Transportation Department who participated in the annual "Rodeo" are credited at one (1) point for attendance for a full day. Those employees working at the Rodeo as a judge are awarded 1.5 points. Attendance at the Rodeo must be verified by either an official certificate of participation, an issued name badge or by obtaining the official Rodeo Service Pin.

Note: Verification for 4 and 5 above shall include a short summary of the value of each (including place, time, speaker, etc.). Final statement of the summary shall be an affirmation of attendance signed by the employee.
6. Individual Research: A maximum of 3 points may be received for each project completed during a Professional Growth Program.
  - a. Project may be used to improve quality and efficiency of employee's work.
  - b. Project may be used to improve quality and efficiency of any service within the District.
  - c. Permission for project for Professional Growth credit must be given in writing by the Professional Growth Review Committee prior to starting the project. The Professional Growth Review Committee will review the written plan, and a personal interview will be held with the writer.

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#### Categories - continued

- d. Project may require a demonstration by the employee to a group of not less than five supervisory employees to show the value resulting from the project. After review, the Professional Growth Committee shall establish the point credit the project is to receive.
  - e. Project shall be completed 30 days prior to the end of the growth period.
  - f. Project must be performed and completed outside of normal working hours.
  - g. The project may not be used to fulfill both Board Policy 5238, Employee Suggestion Plan, and Individual Research.
7. Members of specifically authorized committees will receive credit providing attendance is not during working hours and the employee is not being paid for other services at the same time. Credit: 10 hours = 1 point.

Members of the Professional Growth Committee will receive one point credit as a Committee member provided that the employee meets the following criteria:

- a. Be present at 75% of the monthly meetings held during a school year from July 1st to June 30th.
  - b. Coordinate and attend the annual District Professional Growth inservice; including the setup and cleanup of the inservice venues.
8. Elected office in educational employee groups: upon completion of one full year of service at local and county = 1 point; one full year of service at state or national = 2 points.
- a. Employee group must be approved by the Board of Education.
  - b. Elected offices in recognized employee associations: President, Vice President, Secretary, and Treasurer, or equivalent positions, as stated in associations' constitution and bylaws.
  - c. Credit will be allowed in one organization only per year, and verification of the elected office held must be provided.
9. District sponsored inservice activities: 6 hours of attendance = 1 point; 10 hours served in organization of, leadership in, or as consultant for = 1 point.

Note: A minimum of 3 points for five-year program is required.

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#### Categories - continued

- a. Shall be organized and presented annually by the District.
  - b. No one shall receive credit if these are held during working hours, or if the employee is being paid for other services at the same time.
  - c. Must be verified by proof of attendance.
10. One Professional Growth point will be given for the successful completion of First Aid training and for CPR training, provided the training is paid for by the employee and is taken on the employee's own time in an unpaid status.

The training for First Aid and CPR must be from an accredited organization including the American Red Cross, the American Heart Association, or an alternative American Safety and Health Institute approved organization.

#### Review Committee

1. The Professional Growth Review Committee will consist of seven voting members serving three-year terms each. The three-year term will begin with the fiscal year July 1 and end with the third year on June 30. An eighth member, with no voting rights, shall represent the District. A ninth member with no voting rights shall represent the Classified Human Resources Office.
2. The Professional Growth Review Committee shall have the responsibility for monitoring, maintaining, and suggesting changes for the District Professional Growth Program. It shall serve as a final hearing council in decisions related to Professional Growth prior to forwarding necessary recommendations to the Board of Education.
3. In no case shall more than two representatives be elected from each of the officially recognized services.
4. The eighth member, without voting rights, shall represent the District administration and shall be selected by the Superintendent. The ninth member without voting rights shall be the Personnel Advisor or designee in Classified Human Resources.



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Review Committee - continued

5. The seven members with voting rights are to be elected from the following groups for a three-year term:

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
Office Food Services	Grounds Custodial	Maintenance Transportation Student Support
July 2013 July 2016 July 2019 July 2022	July 2014 July 2017 July 2020 July 2023	July 2015 July 2018 July 2021 July 2024

The Groups shall represent all classified classifications in the District. On January 1<sup>st</sup> of every year, the Professional Growth Committee will designate all classified classifications to the appropriate group to ensure adequate representation and provide a list of the groups and classifications represented on the District website.

6. The seven voting members of the Committee shall be elected by representative groups. If qualified and interested personnel are not available from the designated services, volunteer candidates may be elected from other services.
7. Only the designated Professional Growth Review Committee members shall meet at designated intervals to:
- Hear or review all completed five-year programs.
  - Review or act on appeals made by employees concerning their five-year program.
  - Act on written requests made by employees who have been unable to complete their five-year programs.

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Review Committee - continued

- d. Act on requests for establishment of points or credit for Professional Growth if there is a conflict between advisor and employee.
- e. Rule in situations when Professional Growth Advisor is in doubt as to whether subject meets all criteria of the program.
- f. Approve lectures for Professional Growth credit.
- g. Review and act on individual research plans for credit.

Approved: 7/1/68, 7/19/82, 2/17/15

**DOWNEY UNIFIED SCHOOL DISTRICT  
Classified Human Resources  
DECLARATION OF INTENT**

I, \_\_\_\_\_, declare my intent to enroll in the  
(print or type name)

**FIVE-YEAR PROFESSIONAL GROWTH PROGRAM** as provided therefore in BP 5231

and AR 5231, commencing on \_\_\_\_\_, 20\_\_\_\_,

and ending on \_\_\_\_\_, 20\_\_\_\_,

Date of employment \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(School/Department)

\_\_\_\_\_  
(Date)

\_\_\_\_\_ Enrollment is for first program ending on \_\_\_\_\_.

\_\_\_\_\_ Enrollment is for \_\_\_\_\_ program ending \_\_\_\_\_.

\_\_\_\_\_ Program extended for one (1) year, ending June 30, \_\_\_\_\_.  
(Permission to extend the program for one (1) year has been obtained  
from Professional Growth Committee on \_\_\_\_\_).  
(Date of meeting)

**PREPARE FORM IN TRIPLICATE AND SUBMIT TO YOUR PROFESSIONAL  
GROWTH ADVISOR WHO WILL DISBURSE AS FOLLOWS:**

- \_\_\_\_\_ Copy to Classified Personnel
- \_\_\_\_\_ Copy to Employee
- \_\_\_\_\_ Copy retained by Professional Growth Advisor

