
PROFESSIONAL GROWTH AWARD PROGRAM: Guidelines

Purpose

The purpose of the Professional Growth program is to provide incentives to classified District personnel to enhance and update their performance through continuing education and through involvement in professional organizations and associations.

Review Committee

The Professional Growth Review Committee is composed of seven to nine members: The Director of Human Resources or his/her designee and up to eight appointees.

The District grants members of the Review Committee time during working hours to carry out their official duties. The responsibilities of the Committee are to:

1. Select their own chairperson.
2. Meet as required to review applications received prior to each meeting
3. Review and approve or deny all applications for point credit.
4. Submit their decisions to the Director of Human Resources.

Applications

Applications are due by the 10th of the month to be effective, after approval, on the first of the following month. Application forms for professional growth awards are available on the ACE website.

You may submit your application up to 60 days before your eligibility date (based on the date of your previous award).

Requirements

A PGA applicant must have completed at least **one year of employment** with the District and have **achieved permanent status**. Course work started prior to employment will not be considered for an award.

An eligible worker must complete a minimum of two hundred (200) hours of credited activity for each award, **one hundred (100) hours of which must have been completed since the last award.**

Carryover Hours

Excess hours accumulated in Sections 1a and 1b may qualify as “carryover,” meaning the extra carryover time may be applied to a future award application.

If the previous award included any carryover hours, up to one hundred (100) of those hours may be applied to the current two hundred (200) hour total.

NOTE: Please submit ALL hours that are eligible for Section 1a and/or 1b. Don't hold them back for a future application. Any overage in Section 1 hours will be applied to your carryover amount for use in future awards.

For Sections 2-6, we recommend only submitting enough hours needed to reach the 200 total. Those hours will not be eligible for carryover and, once submitted, cannot be reused.

After the initial award, a minimum of two years in paid status must be before applying for the next award.

An application for an award that includes accredited courses, adult education, or trade school courses (Section 1a) must be accompanied by OFFICIAL transcripts on official letterhead that verifies specific dates and hours of attendance.

When entering eligible learning hours, each activity must be a **minimum of fifteen (15) minutes**. Please round times to the **nearest quarter hour**.

While hours may be accrued entirely in a single category, it is highly recommended to earn hours across a variety of categories, listed below. The hours may be earned through any combination of the following:

1) CERTIFICATE, COURSE OR DEGREE.

a. COLLEGE, ADULT EDUCATION, OR TRADE SCHOOL COURSES.

Each course must be approved and evidence of successful completion (grade of "C" or better or Pass on a Pass/Fail basis) filed with the Review Panel.

NOTE: In lieu of college, adult education, trade school, and CEUs, unit members who serve as Chairs in leadership positions in which the District does not pay for backfill may count up to 30 hours of their leadership time under this section. This includes, but is not limited to, positions such as Classified Senate President, Chair of Negotiations, and Chair of Accreditation Teams. Unit members wishing to apply committee chair hours **must get approval from the Director, Human Resources** prior to applying for this award to confirm the leadership position qualifies under this section.

b. JOB-RELATED SKILLS TRAINING CERTIFICATE.

Participation in job-related trainings or workshops with certificate of completion or transcript filed with the review panel. Certificate must include hours completed along with the signature of, or transcript from, training provider.

Training hours earned through the VRC will go in Section 1b.

Please be aware, any academic credits (but no other activities) earned through an accredited college while on Staff Development Leave may be counted and will apply to Section 1 of the PGA application.

No maximum.

2. DISTRICT IN-SERVICE WORKSHOPS.

Attendance and participation in voluntary District in-service workshops related to the work of the district.

Maximum of twenty-five (25) hours per award.

3. LEADERSHIP AND/OR NON-DISTRICT COMMITTEE WORK.

Participation in a leadership role (in-district) or in committee work in local, state, or national job-related professional associations.

Maximum of ten (10) hours per committee.

Maximum of seventy-five (75) hours per award.

4. DISTRICT COMMITTEE WORK.

Participation in District non-leadership committee work.

Maximum of seventy-five (75) hours per award.

5. JOB-RELATED CONFERENCE, SEMINAR OR LECTURE.

Participation in job-related special activities, such as seminars, conferences, conventions, institutes, and lectures offered by colleges, adult schools, professional associations, and community organizations.

NOTE: In addition to a signed validation of attendance, please submit the conference agenda/schedule.

No maximum.

6. PHYSICAL EDUCATION ACTIVITIES.

Activities must be documented via official transcript or official letter from the organization.

Maximum of thirty-six (36) hours per award. [NOTE: The exception to this limit is if the Physical Education activities are work-related, or equivalent, activities.]

These guidelines apply to all applications filed with the Professional Growth Review Panel.