23.1 Philosophy on Classified Growth Incentive Program:
The classified staff represents an integral part of the District’s ability to serve our community; hence, facilitating the commitment to continued growth, professionally and personally, of each individual worker ultimately enhances the District’s institutional mission to effectively promote higher education.

Opportunities shall be any activity that partially or primarily prepares a worker for improved performance in present or future roles in higher education constituting achievement of the institutional development mission.

The program applies to all permanent members of the bargaining unit. The central feature of this program will be to provide work related opportunities to upgrade individual worker skills through a variety of credit and non-credit coursework, projects, workshops, or other related activities and/or complete college level certificates or degrees.

23.2 Eligibility

23.2.1 All permanent workers of the bargaining unit who have served a minimum of one year with a satisfactory performance appraisal shall be eligible to participate in the Growth Incentive Program.

23.2.2 A worker who has earned growth incentive points and transfers or promotes into a new position in the District, within the Bargaining unit, before completing the nine (9) points required for an increment shall be allowed to carry over all points earned into the new position.

23.2.3 Professional growth increments can be earned during each two (2) years of service. Nine (9) points are necessary for each award.

23.2.4 A maximum of five (5) growth increment steps may be earned.

23.3 Points

23.3.1 A professional growth increment will be awarded after a worker has completed nine (9) points of approved study.

23.3.2 Two (2) years must elapse from the date an increment is granted before a worker is eligible for the next increment, during which time the worker must complete an additional nine (9) points.

If a worker acquires units in excess of the nine (9) points, two (2) may be carried over to the next period.

Professional growth increments that upgrade skills, are work related and/or complete college level degree programs may be earned by completing nine (9) points in any combination of the following:
23.2.4.1 Coursework at any Accredited Community College, College or University.

23.2.4.2 Coursework in Adult education/vocational training, or community development.

23.2.4.3 Professional workshops, conferences or classes.

23.2.4.4 Other courses approved by the Associate Vice Chancellor at each campus.

23.2.5 Credit:
A three-unit semester college course = 3 growth incentive points
A two-unit semester college course = 2 growth incentive points
A one-unit semester college course = 1 growth incentive point
A three-unit quarter college course = 2 growth incentive points
A two-unit quarter college course = 1.33 growth incentive points
A one-unit quarter college course = .66 growth incentive points

23.2.6 Only those courses completed with a grade "C" or higher are eligible for growth incentive points.

23.2.7 Points shall be awarded for job-related non-credit college courses, adult educational/vocational training and professional workshops/seminars/classes as follows: each four (4) hours of in-class time will entitle workers to one-quarter (.25) point. Hours from two (2) or more classes/seminars/workshops may be combined to accumulate points.

23.2.8 Only those classes taken in excess of the minimum required to maintain a worker's position may be credited toward growth incentive points.

23.3 Procedure

23.3.1 Workers wishing to obtain Growth Incentive credit must comply with the following procedure:

23.3.1.1 Complete Growth Incentive application form at least ten (10) days prior to the beginning of the course. The form shall be completed and signed by the applicant and submitted to the Human Resources Department. Serious consideration will be given to each request and no request will be unreasonably denied. If the request is denied, the worker may appeal by providing additional justification for consideration. The application will be approved/disapproved within fifteen (15) days or prior to the first day of class. The worker will be informed in writing of the decision.

23.3.1.2 Workers applying for college level certificates or degrees must submit a plan indicating their intent to complete the program and their projected timeline. Their major
23.3.2 Requests received after the application deadline will be evaluated on the same criteria as in 23.3.1.1 and must include a written justification for late submittal.

23.3.3 Growth Incentive credit will not be granted until official course documents are received by Human Resources Department.

23.3.4 It is the worker's responsibility to see that transcripts are submitted within thirty (30) calendar days of receipt.

23.3.5 Upon initiating a Growth Incentive Program, a worker must complete each nine (9) unit award within a three (3) year period.

23.3.6 Credit will not be given for courses taken while the worker is on release time, or for courses for which the District pays worker's expenses. This does not exclude 10/11 month workers who take courses during the summer.

23.4 Awards

23.4.1 All professional growth increment awards based on completion and approval of the above requirements will be $45 per month effective January 1, 2019.

23.4.2 Awards will be included in the first January 31 or the first July 31 paycheck (whichever occurs first) following completion of the required course work and submission of proof of completion to the Associate Vice Chancellor. The amount will be included in each subsequent paycheck of the worker during employment with the District.

23.4.3 Educational Awards:

Effective September 1, 2014, a permanent worker, upon receipt of any of the following while employed by the District, shall receive the specified cash award:

A permanent worker who completes a GED/High School diploma will receive a one-time cash award of $100.

A permanent worker who completes an AA or AS degree will receive a one-time cash award of $250.

A permanent worker who completes a Baccalaureate degree will receive a one-time cash award of $500.

A permanent worker who completes a Master's degree will receive a one-time cash award of $1,000.
A permanent worker who completes a Doctoral degree will receive a one-time cash award of $1,500.