

## ARTICLE XVI

### EDUCATIONAL INCENTIVE PROGRAM

1. The Educational Incentive Program is to encourage the continuous, purposeful engagement in study and related activities to retain and extend high standards for school classified employees.
  2. The Superintendent will review all paperwork requesting the approval of units by CSEA members.
  3. If approved, the CSEA member may proceed with taking the class for credit toward improvement on the salary schedule (per contract process)
  4. If disapproved and appealed, the Superintendent will meet with the Educational Incentive Reviewing Committee to discuss the proposed class, and will together render a decision.
  5. If the Superintendents' recommendation for disapproval is over-ridden by the committee, the employee may proceed with taking the class for credit toward improvement on the salary schedule.
  6. If the Committee agrees with the Superintendent's recommendation for disapproval, the class may not be taken for credit toward improvement on the salary schedule.
  7. Once the unit member has completed the course and passed the class, he/she shall turn in the grade card to HR for processing.
  8. HR will review the grade card and verify a passing grade, as well as check that the class was pre-approved. After verification, the units will be processed and sent to Payroll to appear on the following months' pay check.
  9.
    - 1.1 The Educational Incentive Reviewing Committee will be composed of the Superintendent, the President of CSEA and two representatives from the classified unit to be appointed by the CSEA Chapter President. They shall meet at necessary intervals to review applications for credits. The Chairman will be elected by the representatives and will preside at all meetings-
2. This program is based upon the accumulation of twelve (12) units. The units may be earned through any combination of the following activities.
- 2.1 Continuing Education
    - 2.1.1 The subject matter of the course should be related to the position currently occupied by the employee.
    - 2.1.2 The course must be completed with a grade of "C" or better, or in the case of "pass/fail" courses, a "pass" must be earned.
    - 2.1.3 In the event an employee wishes to audit a course, the number of units to be granted shall be determined by the Educational Incentive Reviewing Committee.
  - 2.2 District approved educational agencies and special programs - Included in these activities are programs, workshops, seminars, conferences, conventions, institutes lectures offered by colleges, adult schools, professional associations, etc., and special events approved by the Educational Reviewing Committee (See Appendix D: Verification of Workshop Credit, to be submitted with Professional Growth Request for Unit Approval).
    - 2.2.1 Such professional growth activities must be completed at employee expense.
    - 2.2.2 The District will grant college credit or district credit on the following pro rata basis:

7-1/2 hours	=	½ college unit
15 hours	=	1 college unit

### 3. Guidelines Governing Participation

- 3.1 Recognition of completion of the twelve (12) units work will be in the form of a salary increase. The increase will be three and one-quarter (3.25%) of the base pay as determined by placement on the basic salary schedule and shall be permanent. The three and one-quarter (3.25%) shall not apply to longevity increments. .New employees hired after June 30, 2015, will be capped at the ability to earn additional pay at thirty two and one half percent(32.5%), over the duration of their entire employment with the District.
- 3.2 The increase will be effective upon completion of the twelve (12) unit block. Payment of educational incentives will commence with the regular paycheck at the end of the month following the month in which the twelve (12) unit block "certificate of completion" form is received from the Educational Incentive Program Committee.
- 3.3 When the last course taken in the block was in excess of the number needed to complete the block, only the excess for that particular course may be carried over.

### 4. Procedures for Participating

- 4.1 Classified employees complete the form "**Professional Growth Request for Unit Approval**" and submit it to the District Superintendent for pre-approval. If the Superintendent denies the request, the employee will be notified within one week of the request.

- 4.1.1 If the request for Unit Approval is denied, the employee has the right to appeal the decision to the Educational Incentive Program Committee. The Committee will meet as quickly as possible to hear the appeal; the decision of the committee will be final.

- 4.2 Upon completion of the courses or activities, verification of completion must be submitted to the Personnel Department.
- 4.3 At that time the units will be entered in the employee's Educational Incentive Program file. Evidence may include report cards and transcripts. Employees are encouraged to submit verification to the Personnel Department within one month after completion.
- 4.4 Upon completion of a twelve (12) unit block, a "Certificate of Completion" form must be submitted to the Educational Incentive Reviewing Committee for final approval.

5. Copies of the various forms related to the Educational Incentive Program will be found in Appendix D.

### 6. Classified Educational Incentive Program Course Guidelines

- 6.1 Suggested courses: position pertinent college level courses, workshops, District offered workshops.
- 6.2 The following areas are considered applicable to all classified positions: computer uses, software use, Red Cross first aid and CPR classes, typing, culturally and linguistically broadening classes.

### • Limitations

- 7.1 Employees hired after June 30, 2015 will have a maximum earning percentage limit of Thirty Two and Half (32.5%) over the duration of their employment with the District.