

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

Board Policy 4231.5
Classified

Professional Development Incentive Program

Purposes

The Professional Development Incentive Program has been planned for the purpose of providing an incentive to Classified employees to become more knowledgeable in their vocations, more proficient in their technical skills and more capable in their service to the students and teachers of Manhattan Beach Unified Schools and to the community of Manhattan Beach.

Professional Development Incentive Committee

Membership

Membership of the Professional Development Incentive Committee shall consist of the Human Resources Administrator and up to seven (7) classified employees appointed by the Executive Board of CSEA.

Duties and Functions

It shall be the duty of the Committee to:

1. Evaluate and make recommendations concerning policies and procedures to implement the program.
2. Establish a meeting schedule on an *as needed* basis. Establish criteria to qualify educational activities.
3. Place unit values on all Professional Development activities.
4. Review the Professional Development Incentive Program policy and make recommendations for revision as necessary.
5. Review applications for Professional Development increments and make recommendations to the Superintendent for Board approval.

The Human Resources Administrator will act as facilitator.

Professional Development Increment Plan

An annual increment for professional improvement in the amount of \$200 may be granted a classified employee for every 20 growth points earned. Such increment may be included in a salary, payable in November of the fiscal year following the earning of the 20 growth points and continuing each year thereafter. Completed forms must be submitted by September 15. An employee can earn no more than one professional development increment **every two years, with a maximum of five increments**. Each increment would be superimposed on the previous amount.

An employee involved in the Professional Development Incentive Program may carry over the acquired points if there is a change in job classification.

Initial entry—level requirements, which are conditions for employment and are obtained after employment, are not eligible for credit. No credits will be given for any professional development activities prior to the employee's beginning date of employment.

All permanent employees shall receive the full amount of the incentive, including those working on a ten-month or eleven-month basis. However, those working less than eight hours per day shall receive the incentive prorated on the same basis as their monthly salary.

Professional Development Incentives are paid *within 30 days of the Committee's approval and verification of completion of increment points. Employee will indicate their pay preference (lump sum or included in monthly salary).* The recipient must be actively employed as of the date the incentive is given to be eligible.

There are two ways to qualify for a Professional Development Incentive increment.

1. Twenty (20) points may be earned by completing with a grade of "C" or better academic courses relating to the area of the employee's job and/or toward attaining a degree

OR

Twenty (20) points may be awarded by the completion of continuing education courses (adult education, trade schools).

2. Twenty (20) points may be earned by completing with a grade of "C" or better the ninety (90) hours, six (6) semester or nine (9) quarter units of a formal training program (adult education classes, trade school classes or college-level academic courses) relating to the area of the employee's job and/or toward attaining a degree (related to the area of assignment), and a combination of the following:
 - a. Workshops, lectures, seminars, institutes, in-service training related to the current or potential assignment, approved by the Committee.
 - b. Attendance and/or participation in conferences related to area of assignment and approved by the supervisor.

Responsibility of the Employee

It shall be the responsibility of the employee, when applying for an increment, to obtain and submit the following forms to the Human Resources Administrator:

- A. Statement of Intent
- B. Academic Form and/or transcripts as requested
- C. Special Activity/Verification of Attendance Form
- D. Application

It will be to the benefit of the employee to file the Statement of Intent as early as possible. This form shows the tentative program plan, and **advance approval should be obtained to assure acceptability of the courses and activities outlined.** All Professional Development Incentive candidates taking accredited school courses and/or training must obtain a passing grade verified by an official transcript.

SCHEDULE FOR PROFESSIONAL DEVELOPMENT INCREMENT CREDITS

Courses & Activities	Increment Points	Stipulations
College, Jr. College, Trade School	Two points each semester unit (quarter credits convertible to semester units).*	A maximum of 20 points with a passing grade of <u>"C" or above</u> verified by transcript.
Television Courses	One point each semester unit	
Adult Education, Continuing Education (High School courses, etc.)	One-Half point each 4 hours	A <u>minimum</u> of 6 points when combined with other activities.
Workshops	One-Half point each 4 hours	<u>Maximum</u> of 4 points per increment.
Acting as Leader and/or Consultant in Job-Related Workshops, Seminars, etc.	One point each 4 hours (including preparation, participation & follow-up activities).	<u>Maximum</u> of 4 points per increment
Institutes, Lectures, Seminars	One-half point each 4 hours of programmed attendance	Maximum of 6 points per increment.
Job Related Conference	One-half point each 4 hours	Maximum of 3 points each, per increment (3 per convention). Credit is not given unless employee pays all expenses and attends on own time.
Individual Project to Improve Efficiency and/or Quality of Departmental Operation.	One point per project	<u>Maximum</u> of 2 points per increment.
District-Sponsored In-Service Training Program	One-half point for 4 hours of programmed attendance	<u>Maximum</u> of 2 points per increment. Points allowed for attendance on District time if approved by Superintendent.

ALL FORMS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE.

No Credit Given If Fees Are Paid By The District or Attended On District Time.

*To convert from quarter units to semester units, multiply by 2, divide by 3.

Date Adopted: 12/8/93

Revised: 3/22/95, 10/26/00, 7/04, 3/10 tentative

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

STATEMENT OF INTENT

Name _____ School/Site _____

1st Increment 2nd Increment 3rd Increment 4th Increment 5th Increment

I am employed as of _____, 20__, and wish to enter the Professional Development Incentive Program of the Manhattan Beach Unified School District for Classified personnel.

Tentative Program Plan

Give general description of courses or activities to be undertaken in each category. Obtain advance approval from (1) your supervisor and (2) Assistant Superintendent of Human Resources. Plan may be adjusted or changed at any time.

1. COLLEGE COURSES, TRADE SCHOOLS, ETC.
2. ADULT EDUCATION COURSES, HIGH SCHOOLS, ETC.
3. EDUCATIONAL ACTIVITIES, SPECIAL PROGRAMS, WORKSHOPS, CONFERENCES, ETC.

Participant's Signature School/Site

(1) Supervisor's Signature (2) Human Resources (Committee Facilitator)

Date: _____

(3 copies: Participant, Supervisor, Committee-Human Resources) kb/00

