Career Incentive Program

November 12, 2013
What is it?

The Career Incentive program is an award program through which Classified employees can be compensated for voluntarily enhancing their value to the District.
Who approves the application?

- Employee’s supervisor
- Career incentive committee:
  - Linda Berg
  - Karen Brown
  - Brian Nielsen
  - Dori Sexton
Program rewards

- Monthly salary increase of $100 upon verification of satisfactory completion of nine (9) units of approved course work/activities within each five-year period.
- Employees who work less than full-time receive a proportional increase.
Who can participate?

- All permanent classified employees (permanency must be attained before the first day of semester/term of the beginning of the Career Incentive program)
Who cannot participate?

- Probationary classified employees
- Hourly temps
- Classified administrators
Program guidelines

- Participation in the Career Incentive program must be on the employee’s own time and at his/her own expense.
- No salary credit will be given for course work taken on District paid time or at the direction of the District.
An employee desiring to enroll in classes/workshops/seminars during working hours must:

1) Discuss with supervisor the course(s) desired and arrange for absence from duty for the time required to attended class(es);

2) Make arrangements to have the duty station covered during the period of absence if necessary, and have arrangements approved by the supervisor;

3) Arrange to make up time lost within the same work week;

4) Direct a memo to HR setting forth the approved changes in the work schedule and the beginning and ending dates thereof.
Program limits

• Each employee is limited to **three** career incentive award increases during their MiraCosta career.

• Programs may be started every **3 years**.

• Must complete a program in a maximum of **5 years**.
Types of programs

• **Job related** - those undertaken to acquire new or more advanced skills or knowledge beyond the skills or knowledge reasonably expected for entrance into the employee’s current position and which shall be clearly useful in the current position.
Types of programs

- **Career development** - those courses undertaken to meet education requirements for another position existing or planned within the District and which the employee can realistically expect to achieve.

An education plan must be submitted
What classes count?

• Classes taken at MiraCosta
• Classes taken at another university
• Seminars/workshops
Eligible classes

• Examples of eligible courses include, but are not limited to:
  – college courses (credit/noncredit college courses, late-start classes, online classes, and/or open-entry/open-exit courses).
  – Community Services classes

NOTE: Course work required for, or needed as preparation for, the specific major and/or general education is to be completed prior to Career Incentive credit being granted for electives.
Workshops and seminars

• Career Incentive credit will be granted for workshops and seminars at a rate of:
  – ¼-unit per four hours
  – 1/3-unit per six hours
  – ½-unit per full eight hours

• A maximum of four units for each Career Incentive program may be in this category.
Wellness, physical activity classes

- In recognition of the District’s commitment to wellness, physical activity classes will be allowed at the rate of one physical activity course per Career Incentive program (i.e., Dance, Physical Education)
Technology classes

• Due to the District’s commitment to maintaining currency with technology, course repeats of CIS classes (as allowed per the college catalog) may occur within the same career incentive program.
Ineligible classes

• Training in operating systems and software applications that are part of the minimum qualifications for an employee’s current position (this includes upgrades such as from Windows 98 to Windows XP).

• Conferences, workshops, seminars, and other types of in-service training (such as PeopleSoft) for which the employee is paid or which is provided for by the District on- or off-campus and work experience education.
An alternate program

- Enrollment-fee reimbursement
  - Details can be found in Administrative Procedure IV.C-04
- Provides reimbursement for enrollment fees paid for courses which further your professional development (but does not add to your monthly salary).
How do I apply for Career Incentive?

• Complete and submit an application form to HR **before a course begins** and by:
  – **July 1**<sup>st</sup> for Fall semester courses
  – **December 1**<sup>st</sup> for Spring semester courses
  – **May 1**<sup>st</sup> for Summer semester courses
Applying for workshops, seminars

- The completed application must be submitted to the committee with a brochure or flyer from the workshop/seminar.

- Applications must be submitted for approval **three weeks prior** to the date it begins.
Information on application

• All applications shall include the school(s), course numbers, titles, and number of units of the courses to be taken
• A brief justification of why each course is job-related or career development, and how the completed course work will benefit the District.
• Official transcripts of all course work taken previously (to avoid any duplication).
Program completion

- Provide written notification to the HR Director
- Submit an official transcript verifying satisfactory completion of each course taken as part of the Career Incentive program.
Effective date of increase

• The increase will become effective on the January 1, June 1, or August 1, following completion of the program.
Program details

- Board policy VI.F
- Administrative Procedure VI.F-02
Questions?

- Call Sheri Wright at ext. 6865